



TASK ORDER REQUEST (TOR)

GSC-QF0B-18-33186

IT Support Services

in support of:

Air Force Civil Engineer Center (AFCEC) Functional Management Office (FMO)



Issued to:

**all contractors under the General Services Administration (GSA) 8(a) Streamlined
Technology Acquisition Resources for Services (STARS) II Government-wide Acquisition
Contract (GWAC)**

Conducted under Federal Acquisition Regulation (FAR) 16.505

Issued by:

**The Federal Systems Integration and Management Center (FEDSIM)
1800 F Street, NW (QF0B)
Washington, D.C. 20405**

February 13, 2018

FEDSIM Project Number 2016045AF

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 GENERAL

The work shall be performed in accordance with all Sections of this Task Order (TO) and the contractor's Basic Contract, under which the resulting TO will be placed. An acronym listing to support this Task Order Request (TOR) is included in Section J, Attachment B.

B.2 CONTRACT ACCESS FEE (CAF)

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a CAF. In accordance with the 8(a) STARS II base contract, the CAF shall be 0.75 percent of the total TO value with a cap of \$100,000 per year per order (when order is in excess of \$13.3M per order year). This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

B.3 ORDER TYPES

The contractor shall perform the effort required by this TO on a Time and Material (T&M) basis for mandatory and optional CLINs 0001, 0002, 1001, 1002, 2001, 2002, 3001, 3002, 4001, and 4002 and Not-to-Exceed (NTE) basis for CLINs 0003, 0004, 0005, 0006, 1003, 1004, 1005, 1006, 2003, 2004, 2005, 2006, 3003, 3004, 3005, 3006, 4003, 4004, 4005, and 4006. The work shall be performed in accordance with all Sections of this TO and the offeror's Basic Contract, under which the resulting TO will be placed.

B.4 SERVICES AND PRICES/COSTS

Long-distance travel is defined as travel over 50 miles from Building 171, Port San Antonio, TX or Tyndall Air Force Base (AFB). Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
NSP	Not Separately Priced
NTE	Not-to-Exceed
QTY	Quantity
T&M	Time and Material

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.1 BASE PERIOD:

MANDATORY T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
0001	Labor (Tasks 1-8)		

Labor Category	Hours	Hourly Rate
TOTAL HOURS		

OPTIONAL T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
0002	Surge Support (Task 9)		

Labor Category	Hours	Hourly Rate
TOTAL HOURS		

COST REIMBURSEMENT TRAVEL, EQUIPMENT AND MATERIALS CLINs

CLIN	Description		Total NTE Price
0003	Long-Distance Travel Including Indirect Handling Rate ____%	NTE	\$ 50,000.00
0004	Equipment Including Indirect Handling Rate ____%	NTE	\$ 10,000.00
0005	Materials Including Indirect Handling Rate ____%	NTE	\$ 5,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
0006	Contract Access Fee	NTE	

TOTAL BASE PERIOD CLINs: \$ _____

B.4.2 FIRST OPTION PERIOD:

MANDATORY T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
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SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

1001	Labor (Tasks 1-8)		
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Labor Category	Hours	Hourly Rate
TOTAL HOURS		

OPTIONAL T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
1002	Surge Support (Task 9)		

Labor Category	Hours	Hourly Rate
TOTAL HOURS		

COST REIMBURSEMENT TRAVEL, EQUIPMENT AND MATERIALS CLINs

CLIN	Description		Total NTE Price
1003	Long-Distance Travel Including Indirect Handling Rate ____%	NTE	\$ 50,000.00
1004	Equipment Including Indirect Handling Rate ____%	NTE	\$ 10,000.00
1005	Materials Including Indirect Handling Rate ____%	NTE	\$ 5,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
1006	Contract Access Fee	NTE	

TOTAL FIRST OPTION PERIOD CLINs: \$ _____

B.4.3 SECOND OPTION PERIOD:

MANDATORY T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
2001	Labor (Tasks 1-8)		

Labor Category	Hours	Hourly Rate

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

TOTAL HOURS		

OPTIONAL T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
2002	Surge Support (Task 9)		

Labor Category	Hours	Hourly Rate
TOTAL HOURS		

COST REIMBURSEMENT TRAVEL, EQUIPMENT AND MATERIALS CLINs

CLIN	Description		Total NTE Price
2003	Long-Distance Travel Including Indirect Handling Rate ____%	NTE	\$ 50,000.00
2004	Equipment Including Indirect Handling Rate ____%	NTE	\$ 10,000.00
2005	Materials Including Indirect Handling Rate ____%	NTE	\$ 5,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
2006	Contract Access Fee	NTE	

TOTAL SECOND OPTION PERIOD CLINs: \$ _____

B.4.4 THIRD OPTION PERIOD:

MANDATORY T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
3001	Labor (Tasks 1-8)		

Labor Category	Hours	Hourly Rate
TOTAL HOURS		

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

OPTIONAL T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
3002	Surge Support (Task 9)		

Labor Category	Hours	Hourly Rate
TOTAL HOURS		

COST REIMBURSEMENT TRAVEL, EQUIPMENT AND MATERIALS CLINs

CLIN	Description		Total NTE Price
3003	Long-Distance Travel Including Indirect Handling Rate ____%	NTE	\$ 50,000.00
3004	Equipment Including Indirect Handling Rate ____%	NTE	\$ 10,000.00
3005	Materials Including Indirect Handling Rate ____%	NTE	\$ 5,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
3006	Contract Access Fee	NTE	

TOTAL THIRD OPTION PERIOD CLINs: \$ _____

B.4.5 FOURTH OPTION PERIOD:

MANDATORY T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
4001	Labor (Tasks 1-8)		

Labor Category	Hours	Hourly Rate
TOTAL HOURS		

OPTIONAL T&M LABOR CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
4002	Surge Support (Task 9)		

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

Labor Category	Hours	Hourly Rate
TOTAL HOURS		

COST REIMBURSEMENT TRAVEL, EQUIPMENT AND MATERIALS CLINs

CLIN	Description		Total NTE Price
4003	Long-Distance Travel Including Indirect Handling Rate ____%	NTE	\$ 50,000.00
4004	Equipment Including Indirect Handling Rate ____%	NTE	\$ 10,000.00
4005	Materials Including Indirect Handling Rate ____%	NTE	\$ 5,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
4006	Contract Access Fee	NTE	

TOTAL FOURTH OPTION PERIOD CLINs: **\$** _____

GRAND TOTAL ALL CLINs: **\$** _____

B.5 SECTION B TABLES

B.5.1 INDIRECT/MATERIAL HANDLING RATE

Long-Distance Travel, Equipment and Materials costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed practices, provided that the basic contract does not prohibit the application of indirect rate(s) on these costs.

- a. If no indirect/material handling rate is allowable in accordance with the contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- b. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the TO shall not exceed the rate specified in the schedule of prices above.

B.5.2 LABOR MIX AND LEVEL OF EFFORT

The labor mix and level of effort specified in the contractor's proposal and incorporated into this TO are for estimation purposes. The contractor may reallocate, with prior written approval of the Federal Systems Integration Management Center (FEDSIM) Contracting Officer's Representative (COR), the number of hours by labor category within the labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the FEDSIM Contracting Officer (CO) and added to the TO by modification.

B.6 INCREMENTAL FUNDING

B.6.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION

Incremental funding in the amount of \$XXX,XXX,XXX for CLINs __*__ through __*__ is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs may be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through twelve months, unless otherwise noted in Section B.4. The TO may be modified to add funds incrementally up to the maximum of \$***,***,*** over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

Incremental Funding Chart for T&M

See Section J, attachment C - Incremental Funding Chart (Excel Spreadsheet).

C.1 BACKGROUND

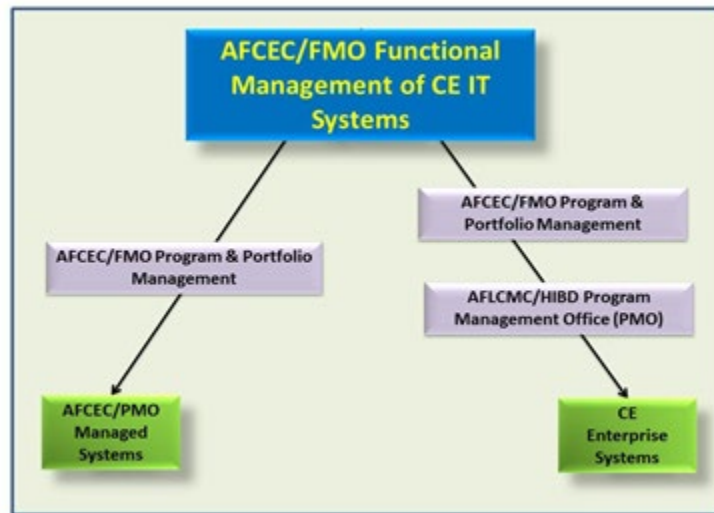
The Air Force Civil Engineer Center (AFCEC), with its headquarters in San Antonio, Texas, is a primary subordinate unit, assigned to the Air Force Materiel Command (AFMC) and attached to the Air Force Installation and Mission Support Center (AFIMSC). More information on AFIMSC and AFCEC can be found at www.afimsc.af.mil and www.afcec.af.mil. The Air Force (AF) Civil Engineer (AF/AFC) provides Civil Engineer (CE) Information Technology (IT) strategy and policy to AFCEC.

AFCEC is responsible for providing responsive and flexible installation engineering services. AFCEC missions include facility investment planning, design and construction, operations support, real property management, energy support, environmental compliance and restoration, audit assertions, acquisition management, and program management. The unit conducts its operations at more than 75 locations worldwide. The AFCEC Functional Management Office (FMO) serves as a direct report to the AFCEC Director and is responsible for establishing the future vision for CE IT direction based on functional and mission strategic drivers.

The AFCEC FMO guides CE enterprise efforts associated with CE IT Systems to support functional programs and processes. Capability includes, but is not limited to CE information governance, data quality, functional CE IT portfolio management, business process management, functional training enabled by IT/functional stakeholder management, functional management of CE Enterprise Systems, and portfolio management for AFCEC legacy systems. The CE IT Systems include CE Enterprise systems and AFCEC legacy IT systems. The AFCEC FMO current portfolio consists of eight CE Enterprise systems, six AFCEC Program Management Office (PMO) managed systems, and over 25 AFCEC residual IT initiatives/applications.

The AFCEC FMO interfaces with the Air Force Life Cycle Management Center (AFLCMC) Business and Enterprise Systems Sustainment Division (HIBD) PMO located at Gunter AFB, in Montgomery, Alabama (AL). The AFLCMC/HIBD PMO provides program management for CE Enterprise Systems and assists in implementing the vision set forth by the CE functional community and Headquarters Air Force (HAF) through material IT solutions. The AFLCMC/HIBD PMO manages system operational support requirements and sustains the CE Enterprise systems in the most cost-effective manner over its total life cycle, including systems engineering and advocating for funding from the CE Community for approved resource sustainment. The AFCEC FMO works with the AF CE Community and AFLCMC/HIBD to identify mission-related or functional requirements for CE systems under sustainment. The AFCEC FMO provides portfolio management and serves as the PMO for AFCEC legacy systems. The organizational structure of the CE IT Systems is captured in **Diagram #1: AFCEC FMO Functional Management of CE IT Systems** below.

Diagram #1: AFCEC FMO Functional Management of CE IT Systems



The AFCEC FMO is also responsible for developing, standardizing, and codifying the CE information governance process, with alignment to the overall CE IT governance process. The AFCEC FMO serves as the functional advocate for CE IT investment requirements being presented to the CE IT Governance Review Board. It provides initial approval authority for all acquisition related work and is responsible for ensuring IT is developing a capability that meets the needs of the CE Community and CE mission. As the liaison between the functional user and IT delivery, the AFCEC FMO reviews requirements from an enterprise-wide perspective and advocates to HAF and the Secretary of the AF (SAF) for CE technology needs. While the AFCEC FMO does not oversee the technical development of IT capabilities, it does ensure the CE Community is applying solutions across functions and geographies where possible and making smart IT investments. The AFCEC FMO has the responsibility for requests of new capabilities, IT investments, unreported IT Investments and out-of-cycle (OOC) funds requests (increases, decreases, and funds redistribution). All requests for a change to an existing system must be approved through a Configuration Control Board (CCB) per Department of Defense (DoD) and AF guidance and policy.

The United States (U.S.), DoD, AF and the Office of the CE face significant budgetary challenges which will require tough choices, innovative solutions, and a new mindset going forward. As a result, AFCEC continues to transform how it supports its customers in an effort to conduct installation support more efficiently and effectively. Responding to current factors such as reduced resources and increased security requirements requires comprehensive change across the organization and business processes. It is critical to mission success that the AFCEC efficiently and effectively deploys and manages IT systems to support these requirements.

The CE Community consists of the approximately 60,000 Civil Engineers that report to the Office of the CE. CE stakeholders represent an even broader community that not only includes the CE Community, but the AF Customers it serves in the Office of the SAF, the DoD, and the President.

SECTION C – PERFORMANCE WORK STATEMENT

AFCEC receives guidance and direction from the Office of the CE. It is the execution partner within the organization and is responsible for defining business across the AF Community to ensure standard processes are followed by all CE personnel. These processes are documented in CE Playbooks and are hosted on a portal to which the CE Community has access.

C.1.1 PURPOSE

The purpose of this TO is to provide technical IT support to the AFCEC FMO in all IT program management activities and efforts associated with AFCEC Legacy PMO managed IT Systems in support of AFCEC and CE functional programs.

C.1.2 AGENCY MISSION

AFCEC's mission is to provide integrated engineering and environmental products, services, and advocacy that optimize AF and Joint capabilities through sustainable installations. AFCEC executes and manages facility investment planning, design and construction, environmental operations, and services; and, provides architect and engineering support for installations, Major Commands, Headquarters AF, and others. AFCEC also provides technical expertise and advocacy across a spectrum of construction and environmental programs.

AFCEC is the primary nexus for managing the performance of the AF environmental mission and thus considerable IT support is required. The majority of AFCEC personnel are located in Building 171, Port San Antonio, Texas (TX) with a portion of the personnel currently employed at Tyndall AFB located 12 miles east of Panama City, Florida (FL).

C.2 SCOPE

The scope of this TO supports the management and associated tasks in support of the six AFCEC PMO managed IT Systems listed in Diagram #2: AFCEC PMO Managed Systems Listing below. The scope of this TO also includes functional requirements analysis support only for the Enterprise Environmental, Safety and Occupational – Management Information System (EESOH-MIS), a CE Enterprise system, managed by the AFLCMC/HIBD PMO. Due to limited personnel and technical resources, the FMO at times requires additional IT resources to develop the base functional requirements using acceptable software engineering methodologies. Support for EESOH-MIS includes documenting the business needs and functional requirements to allow EESOH-MIS to support the target community and for new functional areas to be included in EESOH-MIS. Specific support for functional requirements analysis support is detailed in Task 8 below. Infrastructure support is not included in this TO's scope.

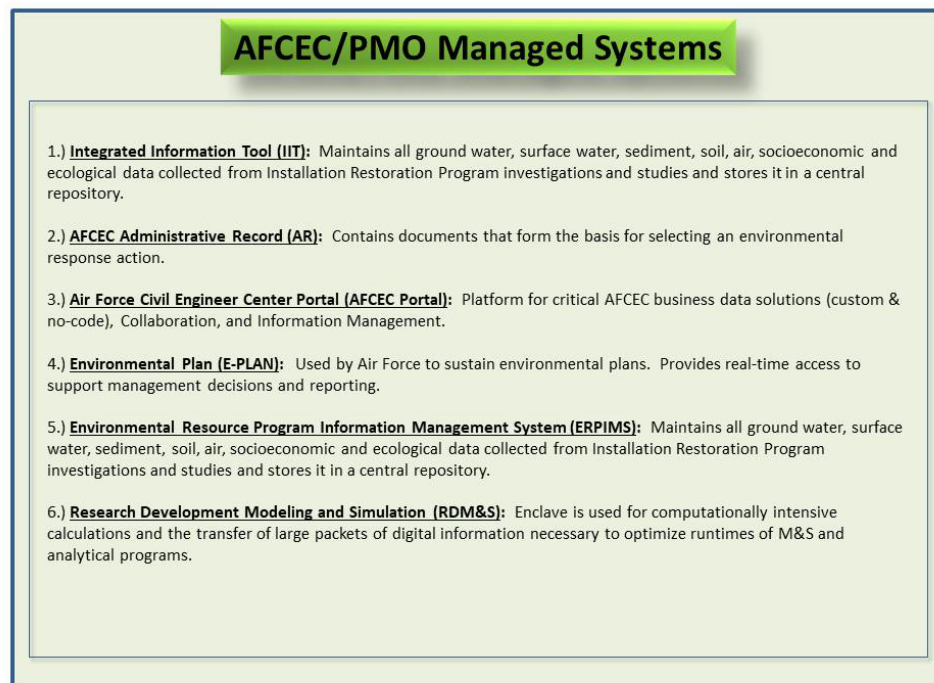
Additionally, the scope of this TO supports AFCEC's transition from Department of Defense (DoD) Information Assurance Certification and Accreditation Process (DIACAP) to Risk Management Framework (RMF) per the DoD Chief Information Officer (DoD CIO) mandate DoD IT that went into effect on May 12, 2014. All six AFCEC systems, as listed in Section C.3 of this TO, will be affected by the mandate. Authorities to Operate (ATOs) are currently on a two year schedule. Each system has a different authorization date, and are within four months of each other. The RMF is designed to minimize the cybersecurity vulnerabilities of all devices connected to DoD networks and is intended to assist agencies achieve certification and accreditation (C&A). As assessments are performed through the RMF process, system vulnerabilities may be identified with varying levels of complexity. RMF is in full transition for

SECTION C – PERFORMANCE WORK STATEMENT

all six AFCEC identified systems/applications and all have an approved RMF ATO. AFCEC is currently working under the Information Security Continuous Monitoring Plan.

The AF is also simultaneously implementing a server consolidation and relocation plan. Anticipated changes of hosting environments directed under the DCOI will require both cybersecurity and project management support to update required security documents and retesting of specific controls under the Information Security Continuous Monitoring Plan. Server consolidation and relocation efforts are not included in the scope of this TO.

Diagram #2: AFCEC PMO Managed Systems Listing



Network operations in support of the six AFCEC PMO managed IT systems is provided through another contract and is not included in this scope.

Highly technical and experienced individuals will be required in most areas of the TO due to the size and complexity of the scope.

C.3 CURRENT IT/NETWORK ENVIRONMENT

The current AFCEC legacy systems below, with the exception of RDM&S, are currently hosted within the Joint Base San Antonio (JBSA) Lackland Enclave and the system architecture is virtual. The RDM&S enclave is centrally managed at Tyndall AFB to support the modeling and simulation mission they provide for the AF Civil Engineer. None of the AFCEC legacy systems have a direct interface or interconnection to any other systems. External users must have a Non-Secure Internet Protocol (IP) Router (NIPR) account in order to access applicable systems.

- a. **Integrated Information Tool (IIT):** IIT is a web-enabled project management tool that supports Air Force Civil Engineer Center (AFCEC) Base Realignment and Closure

(BRAC) mission by providing project management capability for AF BRAC program. IIT stores AF BRAC information relating to environmental restoration activities, real property disposal actions, and tracking of financial resources for the purpose of monitoring and recording project status and producing various management reports. IIT is a special interest application that replaces the Management Information System (MIS) in the AF Enterprise Information Technologies Data Repository (EITDR) as the primary AFCEC project management tool. For additional system information see Topology and Categorization for IIT (Section J, Attachment X) and FMO Tools Master Data for IIT (Section J, Attachment HH).

- b. AFCEC Administrative Record (AR): The AFCEC AR contains documents that form the basis for selecting an environmental response action. The AFCEC AR is available to Public users via the World Wide Web. AFCEC AR is a public facing system and does not require a Common Access Card (CAC) or authorization. The public facing system resides within the Demilitarized Zone (DMZ) as directed by DoD. For additional system information see Topology and Categorization for AR (Section J, Attachment U) and FMO Tools Master Data for AR (Section J, Attachment GG).
- c. AFCEC Portal: The AFCEC Portal is a platform for critical AFCEC business data solutions (i.e., custom and no-code), collaboration, and information management. There are between 1,000 and 5,000 users in Geo-dispersed locations. For additional system information see Topology and Categorization for AFCEC Portal (Section J, Attachment T) and FMO Tools Master Data for AFCEC Portal (Section J, Attachment DD).
- d. Environmental Plan (E-PLAN): The E-PLAN is used by AF to sustain environmental plans. It provides real-time access to support management decisions and reporting. There are between 1,200 and 1,500 users in Geo-dispersed locations. For additional system information see Topology and Categorization for E-PLAN (Section J, Attachment V) and FMO Tools Master Data for E-PLAN (Section J, Attachment CC).
- e. Environmental Resource Program Information Management System (ERPIMS): The primary function of the ERPIMS is to maintain all groundwater, surface water, sediment, soil, air, socioeconomic, and ecological data collected from Installation Restoration Program investigations and studies, and stores it in a central repository. There are 400-500 users in Geo-Dispersed locations. For additional system information see Topology and Categorization for ERPIMS (Section J, Attachment W) and FMO Tools Master Data for ERPIMS (Section J, Attachment FF).
- f. The Research Development Modeling and Simulation (RDM&S) enclave is managed by AFCEC, Civil Engineering Requirements and Acquisition Division (CXA) Tyndall AFB, FL with program management support provided by AFCEC/CXAE. System and Network administration are provided by AFCEC at Tyndall AFB, FL. Information Systems Security Manager (ISSM) support is provided by AFCEC at Tyndall AFB, FL. The RDM&S enclave is connected to the Defense Research and Engineering Network (DREN) which is managed by the U.S. Army Corps of Engineers, Information Technology Laboratory, High Performance Computing Modernization Program (HPCMP) Lorton, VA. The contractor shall have general knowledge of the High-Performance Computing (HPC) Architecture and security stack. The RDM&S network enclave is used for computationally intensive calculations and the transfer of large packets of digital information necessary to optimize runtimes of M&S and analytical programs. Actual test data (e.g. blast overhead protection tests) is used to validate the

M&S models in an iterative process resulting in more accurate models. The DREN has the bandwidth necessary to allow M&S and other intensive software programs to run correctly and provides for local exchange of large amounts of research, development, test and evaluation (RDT&E) data. The enclave also contains test data; high-end software for local M&S computations, research and analytical software, prototype modeling, etc. The RDM&S during development of equipment, systems, materials, or processes provides a significant cost savings measure prior to acquisition and reduces the number of failed experiments by using the information that the RDM&S enclave provides. All support for the RDM&S shall be provided on site in a government facility at Tyndall AFB. For additional system information see Topology and Categorization for RDM&S (Section J, Attachment MM). Contract support personnel who support RDM&S will be required to have a secret clearance.

C.4 OBJECTIVE

The AFCEC FMO serves as the functional bridge between the CE Community CE IT Systems, ensuring strategic goals and objectives are enabled through budgeted, funded, and improved IT delivery. The AFCEC FMO is responsible for identifying and leveraging opportunities to reduce IT duplication and operate more efficiently in alignment with standard CE processes and promoting standardization and consolidation efforts across the CE Community. AFCEC also serves as the PMO for AFCEC PMO Managed Systems. The objective of this TO is to provide the services required to allow the AFCEC FMO to enhance its support to the CE Community.

C.5 TASKS

C.5.1 TASK 1 – PROVIDE PROJECT MANAGEMENT SUPPORT

The contractor shall identify an on-site Project Manager (PM) to serve as the Government's primary Point of Contact (POC). The PM shall provide overall management and guidance for all contractor personnel assigned to the TO including assigning tasks to contractor personnel, supervising on-going technical efforts, and managing overall TO performance.

The contractor shall provide project management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Performance Work Statement (PWS). The Government will not provide any tools for project management efforts under this contract. The contractor shall be responsible for the technical and management direction over multi-disciplined, technical, and scientifically oriented teams supporting this TO.

In partnership with the Government IT PM, the contractor shall be responsible for driving each project to success, ensuring delivery on schedule, to scope, and within budget. This includes tracking and reporting schedules, schedule variances from plan, and developing contingency plans to bring the project back to alignment with schedule. The contractor shall coordinate efforts from support personnel to include software testing, software development/sustainment, IA and portfolio management teams and functional personnel. The contractor shall coordinate work with Government personnel and other contractors supporting AFCEC FMO business operations.

The contractor shall ensure the Government IT PM approves all PM-related activities prior to advancing within the System Engineering Process. The contractor shall coordinate with all key

stakeholders and is responsible for organizing and conducting Preliminary and Critical Design Reviews. The contractor shall provide support to the Government IT PM and Functional PM for document reviews, system status reviews/reporting, and all facets of compliance reporting (e.g., IT Portfolio Management Repository (ITIPS), Enterprise Mission Assurance Support Service [eMASS], etc.). The Government has an established process with existing documentation to work from.

C.5.1.1 SUBTASK 1 – ACCOUNTING FOR CONTRACTOR MANPOWER

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this TO for the AF via a secure data collection site. The contractor shall completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>.

Reporting inputs will be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the support desk at: <http://www.ecmra.mil/>.

Contractors may use Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.

C.5.1.2 SUBTASK 2 – COORDINATE A PROJECT KICK-OFF MEETING

The contractor shall schedule, coordinate, and host a Project Kick-Off Meeting at the location approved by the Government (Section F, Deliverable 03). The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from the directorates, other relevant Government personnel, and the FEDSIM COR.

At least three days prior to the Kick-Off Meeting, the contractor shall provide a Kick-Off Meeting Agenda (Section F, Deliverable 02) for review and approval by the FEDSIM COR and the TPOC prior to finalizing. The agenda shall include, at a minimum, the following topics/deliverables:

- a. POCs for all parties
- b. Personnel discussion (i.e., roles and responsibilities and lines of communication between contractor and Government)
- c. Staffing Plan and status
- d. Transition-In Plan (Section F, Deliverable 14) and discussion
- e. Security discussion and requirements (i.e., building access, badges, Common Access Cards (CACs))
- f. Invoicing requirements
- g. Transition discussion

SECTION C – PERFORMANCE WORK STATEMENT

The Government will provide the contractor with the number of Government participants for the Kick-Off Meeting and the contractor shall provide sufficient copies of the presentation for all present.

The contractor shall draft and provide a Kick-Off Meeting Minutes Report documenting the Kick-Off Meeting discussion and capturing any action items.

C.5.1.3 SUBTASK 3 – PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall develop and provide an MSR (Section J, Attachment E) (Section F, Deliverable 04). The MSR shall include the following:

- a. Activities during reporting period, by task (include on-going activities, new activities, and activities completed, and progress to date on all above mentioned activities). Each section shall start with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for reporting period).
- g. Accumulated invoiced cost for each CLIN up to the previous month.
- h. Projected cost of each CLIN for the current month.

C.5.1.4 SUBTASK 4 – CONVENE TECHNICAL STATUS MEETINGS

The contractor PM shall convene a monthly Technical Status Meeting with the TPOC, FEDSIM COR, and other Government stakeholders (Section F, Deliverable 05). The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR within five workdays following the meeting (Section F, Deliverable 06).

C.5.1.5 SUBTASK 5 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)

The contractor shall document all support requirements in a PMP. The contractor shall provide the Government with a draft PMP (Section F, Deliverable 07) on which the Government will make comments. The final PMP (Section F, Deliverable 08) shall incorporate the Government's comments.

The PMP shall:

- a. Describe the proposed management approach.
- b. Contain detailed Standard Operating Procedures (SOPs) for all tasks.
- c. Include milestones, tasks, and subtasks required in this TO.
- d. Provide for an overall Work Breakdown Structure (WBS) with a minimum of three

levels and associated responsibilities and partnerships between Government organizations.

- e. Describe in detail the contractor's approach to risk management under this TO.
- f. Describe in detail the contractor's approach to communications, including processes, procedures, communication approach, and other rules of engagement between the contractor and the Government.
- g. Include the contractor's Baseline Quality Control Plan (QCP).

C.5.1.6 SUBTASK 6 – UPDATE THE PROJECT MANAGEMENT PLAN (PMP)

The PMP is an evolutionary document that shall be updated annually at a minimum (Section F, Deliverable 09). The contractor shall work from the latest Government-approved version of the PMP.

C.5.1.7 SUBTASK 7 – PREPARE TRIP REPORTS

The Government will identify the need for a Trip Report when the request for travel is submitted (Section F, Deliverable 10). The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, duration of trip, and POC at travel location. Trip reports shall also contain Government approval authority, total cost of the trip, a detailed description of the purpose of the trip, and any knowledge gained. At a minimum, trip reports shall be prepared with the information provided in Section J, Attachment F.

C.5.1.8 SUBTASK 8 – UPDATE BASELINE QUALITY CONTROL PLAN (QCP)

The contractor shall update the QCP submitted with its proposal (Section F, Deliverable 11) and provide a final baseline QCP as required in Section F (Section F, Deliverable 12). The QCP should include the contractor's plan for fulfilling the requirements of the Quality Assurance Surveillance Plan (QASP) (Section J, Attachment Q). The contractor shall periodically update the QCP, as required in Section F (Section F, Deliverable 13), as changes in program processes are identified.

Within the QCP, the contractor shall identify its approach for providing quality control in meeting the requirements of the TO. The contractor's QCP shall describe its quality control methodology for accomplishing TO performance expectations and objectives. The contractor shall fully discuss its validated processes and procedures that provide high quality performance for each Task Area. The QCP shall describe how the processes integrate with the Government's requirements.

C.5.1.9 SUBTASK 9 – TRANSITION-IN

The contractor shall update the draft Transition-In Plan (Section F, Deliverable 14) provided with its proposal and provide a final Transition-In Plan as required in Section F, Deliverable 15. The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition. The contractor shall complete all transition activities no later than (NLT) 30 calendar days after task order start date..

C.5.1.10 SUBTASK 10 – TRANSITION-OUT

The contractor shall provide Transition-Out support when required by the Government. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a draft Transition-Out Plan within six months of Project Start (PS) (Section F, Deliverable 16). The Government will work with the contractor to finalize the Transition-Out Plan in accordance with Section F, Deliverable 17. At a minimum, this Plan shall be reviewed and updated on an annual basis (Section F, Deliverable 18). Additionally, the Transition-Out Plan shall be reviewed and updated quarterly during the final Option Period (Section F, Deliverable 18).

In the Transition-Out Plan, the contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives
- e. Appropriate contractor to contractor coordination to ensure a seamless transition
- f. Transition of Key Personnel
- g. Schedules and milestones
- h. Actions required of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings or as often as necessary to ensure a seamless transition-out.

The contractor shall implement its Transition-Out Plan NLT 90 calendar days prior to expiration of the TO.

C.5.2 TASK 2 – PROVIDE IT BUSINESS PROCESS SUPPORT

The contractor shall provide IT business process support to the Government IT system PM and functional IT system managers for IT activities and efforts associated with AFCEC FMO-managed IT systems serving AFCEC and the CE functional programs under the scope of this TO. This includes support necessary to populate and update IT Portfolio Management Repository (ITIPS) Portfolio Management records and assist in meeting Assessment and Authorization (A&A), Continuous Monitoring (CM), Risk Framework (RM), and Federal Information Security Management Act (FISMA) requirements. The contractor shall provide support that requires updating information in other AF mandated systems to track the 11 elements of the Clinger-Cohen Act (CCA) compliance, meeting Federal Information Security Management Act (FISMA) mandates and Cybersecurity policies. Responsibilities include, but are not limited to:

- a. Making recommendations regarding the application and modification of existing and emerging technologies, systems, hardware, and software that significantly impact IT systems.

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- b. Analyzing, defining, and recommending business process IT activities and efforts associated with AFCEC FMO-managed IT systems.
- c. Gathering, organizing and maintaining information necessary to facilitate business process IT activities and efforts associated with AFCEC FMO-managed IT systems.
- d. Identifying and understanding the principles, methods, and techniques of IT assessment, planning, management, monitoring, and evaluation, such as IT baseline assessment, interagency functional analysis, contingency planning, and disaster recovery.
- e. Working directly with customers to assess technical requirements based on strategic initiatives and customer needs; assessing feasibility, cost, and risk factors; determining feature lists for programs.
- f. Recommending priorities and short- or long-term goals and strategies to the Government; coordinating with other organizations or parts of the organization to accomplish goals; and monitoring progress and evaluating outcomes for business process IT activities and efforts associated with AFCEC FMO-managed IT systems.
- g. Developing system specifications including timelines and functional specifications; translating system specifications and requirements to software programming staff including program modules and data element dictionaries.
- h. Identifying, implementing, and ensuring full integration of cybersecurity requirements into all phases of software maintenance and minor modernization to include the initial design, development, testing, fielding, operation, and sustainment of the releases in accordance with (IAW) Air Force Instruction (AFI) 63-101, Integrated Life Cycle Management, and DoD Instruction (DoDI) 8510.01, the DoD Program Manager's Guidebook for Integrating the Cybersecurity Risk Management Framework (RMF) into the System Acquisition Lifecycle.
- i. Ensuring periodic reviews, testing, or assessment of assigned IT are conducted at least annually, and IAW the Information Security CM strategy.
- j. Staying abreast of advances in IT and assessing the feasibility of incorporating into project plans and specifications.
- k. Providing recommendations to the AFCEC FMO, CE and all relative stakeholders (A6, A4, HAF, SAF e.g.) having diverse viewpoints and opinions on the most appropriate, effective, and efficient solutions.
- l. Providing recommendations to the AFCEC FMO, CE and all relative stakeholders (A6, A4, HAF, SAF e.g.) of functional requirements including hardware, operating systems, and other software, technical support, cost, and timeframe considerations.
- m. Proposing options based on CE needs and recommending most feasible plan of action.
- n. Testing, evaluating, and developing implementation plans for new versions of existing systems.
- o. Ensuring programming efforts are planned, executed, tested, and deployed by project deadlines; working directly with departments and offices in implementing and testing the baseline, assessing and coordinating necessary modifications, and maintaining and enhancing program functions and features.
- p. Maintaining schedules to track milestones associated with business process IT activities and efforts for AFCEC FMO-managed IT systems.
- q. Preparing briefings and giving briefings on status of project deadlines/milestones for IT activities and efforts for AFCEC FMO-managed IT systems.

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- r. Coordinating and collaborating with personnel in other task areas to ensure business process IT activities and efforts meet deadlines.
- s. Overseeing system software and systems development life cycles including systems documentation, design development, configuration management, cost analysis, database administration, system integration, and testing.
- t. Utilizing architectural methodologies used in the design and development of information systems, including the physical structure of a system's internal operations and development of information systems, including the physical structure of a system's internal operations and interactions with other systems.
- u. Utilizing principles, methods, and tools (e.g., surveys and system performance measures) to assess the effectiveness and practicality of IT systems.
- v. Utilizing knowledge of the architecture and typology of software, hardware, and networks, including Local Area Networks (LANS), Wide Area Networks (WANS), and telecommunications systems, their components and associated protocols and standards, and how they operate and integrate with one another and with associated controlling software.
- w. Utilizing systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.
- x. Utilizing principles and methods to identify, analyze, specify, design, and manage functional and infrastructure requirements including translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches.
- y. Analyzing and applying IT security and portfolio management principles and policies sufficient to carry out activities leading to system A&A.
- z. Developing mandatory A&A documentation which includes the Systems Security Plan (Section F, Deliverable 19), Security Assessment Test Plan (Section F, Deliverable 20), Plan of Action and Milestone (POA&M) document (Section F, Deliverable 21), Continuity of Operations (CONOPS) and Disaster Recovery Plan (Section F, Deliverable 22), and Implementation Plan (Section F, Deliverable 23).
- aa. Utilizing knowledge of IT security requirements for A&A, network operations and protocols, systems testing and evaluation, and performance management methods sufficient to plan and conduct security accreditation reviews for installed systems or networks and assess and provide recommendations on new or revised security measures and countermeasures based on the results of accreditation reviews.
- bb. Utilizing DoD RMF, Security Test and Evaluation (ST&E) procedures, and systems engineering principles to carry out activities, including penetration and vulnerability testing, leading to systems certification and accreditation.
- cc. Updating Integrated Master Schedules (IMS) for all Systems (Section F, Deliverable 34) and Individual System Schedules (ISS) (Section F, Deliverable 35).

C.5.3 TASK 3 – PROVIDE IT ADMINISTRATIVE SUPPORT

The contractor shall provide IT administrative support related to information requests, technical writing, and workflow. The contractor shall provide integral and necessary IT services such as data query design, data interpretation functions, and IT technical writing pertaining to software development lifecycle challenges. The contractor shall also use established IT business processes

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to gather, format, submit, and track all taskers within the CE IT Enterprise. Microsoft Office programs will be utilized for the preparation, review, and dissemination of documentation in direct support of the IT related functions within this TO.

C.5.3.1 SUBTASK 1 – PROVIDE INFORMATION REQUEST SERVICES

The contractor shall provide design and performance of detailed data queries and data retrievals, including data interpretation, utilizing SQL, Oracle or other tools native to the operating system. This support shall involve statistical procedures such as regression analysis, factor analysis, correlation analysis, and cluster analysis. On average, ten such requests are made per month with varying levels of complexity.

C.5.3.2 SUBTASK 2 – PROVIDE TECHNICAL WRITING SERVICES

The contractor shall create, update, and contribute to the following IT documentation: installation guides, configuration and reference guides, online help, troubleshooting, and maintenance documentation. The contractor shall include IT technical writing pertaining to software development lifecycle and Systems Engineering Plan (SEP) key documents, as specified in the AFCEC SEP (Section J, Attachment S), and shall include the generation of intuitive graphics and other visual aids. The contractor will also be responsible for technical writing in support of the IA documentation associated with the A&A of all AFCEC/PMO managed systems/applications and will work directly with the Cyber personnel in support of the Risk Management Framework (RMF) and Continuous Monitoring. The contractor shall prepare all documentation and writing support using advanced knowledge of Microsoft Office (i.e., all applications, including PowerPoint and Access), Adobe FrameMaker, Adobe Acrobat, Visio, HTML, and Paint Shop Pro. The documentation prepared by the contractor shall include IA Acquisition requirements, DoD Architecture diagrams, and Data Vocabulary packages for all programs. The greater majority of all documentation and documents supporting the AFCEC systems and applications is estimated to be at 90 percent complete and requires updates, corrections, or modifications as DoD RMF mandates, Air Force Instruction (AFI), or configurations changes occur. On average, ten such requests are made per month with varying levels of complexity.

C.5.3.3 SUBTASK 3 – PROVIDE INFORMATION WORKFLOW SERVICES

The contractor shall provide information workflow support of all CE IT systems, not limited to the AFCEC PMO managed systems, including but not limited to tasker receipt, tracking, formatting changes, tasker generation (i.e., out-going to other organizations), tasker response (i.e., in-coming from other organizations), and data and flow configurations in Government-managed task management tools. The AFCEC FMO utilizes an AF/CE mandated Task Management Tool (TMT) (Section J, Attachment Z) for information workflow support to include receipt, tracking, and response to suspense. On-line training for TMT is available along with a Training Library that includes sample taskers, formatting requirements, etc. The contractor shall provide AFCEC FMO leadership with current status of taskers/projects and shall coordinate resolution of any problems that may arise. The contractor shall work with other Government personnel and contractors that utilize/support TMT across the AFCEC organization for tracking and problem resolution. The Government will provide instruction to the contractor regarding priority of taskers if/when multiple taskers have the same suspense dates. Approximately 30

taskers are received per month at varying levels of complexity. The contractor is not responsible for providing technical responses to taskers. Technical responses will be provided by the Government to the contractor for incorporation into TMT. The contractor shall follow standard approved AF published formatting guidelines found in the most current copy of AF Handbook 33-337, Communications and Information. A copy of the handbook will be provided to the contractor at award. The contractor shall also provide IT records management support for all AFCEC FMO functions utilizing an established SharePoint platform. The contractor shall support document saving, storage, and retrieval in an already established folders/file format.

C.5.4 TASK 4 - PROVIDE IA SUPPORT

The contractor shall serve as the Information Systems Security Officer (ISSO) and function as the primary technical representative for issues affecting the security of the CE FMO systems/applications and shall work directly with the Program and Project Managers. The contractor shall be responsible for ensuring the organization complies with all security principles and policies under the RMF and FISMA.

The contractor shall:

- a. Function as the primary Cyber Security representative for ensuring AFCEC systems are assessed, comprehensively tested, and authorized to connect to the network.
- b. Prepare A&A packages for Government review and validation (Section F, Deliverables 19-23).
- c. Ensure authorization packages meet mandatory requirements for approval by the Authorizing Official (AO).
- d. Provide A&A information to the AFCEC FMO IA Lead for appropriate tracking.
- e. Identify and analyze threats and vulnerabilities to information systems to maintain the appropriate level of protection.
- f. Perform risk analysis, testing, and assessments when modifications and/or changes occur to applications/systems.
- g. Review and provide appropriate approval for all hardware, software, and firmware products that provide security features and/or IA enabling capabilities prior to use on any assessed and authorized information system operating on the network.
- h. Hold overall responsibility for data quality in the ITIPS in support of the AF Chief Information Officer (CIO) portfolio management process and quarterly updates to DoD IAW FISMA.
- i. Assist the Government in complying with legal and statutory reporting requirements, mandatory FISMA reporting guidance, and Office of Management and Budget (OMB) data calls.
- j. Execute computer security plans and enforce mandatory access control techniques to prevent unauthorized persons from using network facilities.
- k. Limit access to privileged programs (i.e., operating system, system parameter and configuration files, and databases), utilities, and security-relevant programs/data files to authorized personnel.
- l. Evaluate unusual circumstances to recognize and define potential vulnerabilities, and select and oversee the installation of physical and technical security barriers to prevent others from improperly obtaining such information.

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- m. Identify, manage, and verify cybersecurity requirements in the same manner as all other system requirements.
- n. Identify the requirements that are security critical, and identify and establish corresponding controls for these requirements.
- o. Ensure and document bi-directional traceability between security controls and requirements (Section F, Deliverable 39).
- p. Identify and implement the applicable cybersecurity controls from Committee on National Security Systems Instruction (CNSSI) Number (No.) 1253 for the system using the RMF developed by the program.
- q. Satisfy all cybersecurity requirements IAW Air Force Instruction (AFI) 63-101, Integrated Life Cycle Management, and DoD Instruction (DoDI) 8510.01, the DoD Program Manager's Guidebook for Integrating the Cybersecurity Risk Management Framework (RMF).
- r. Implement the applicable cybersecurity controls through the systems engineering technical processes including stakeholder requirements definition, requirements analysis, architecture design, implementation, integration, and verification and validation (V&V).
- s. Include cybersecurity RMF activities and events on the IMS (Section F, Deliverable 34).
- t. Update the following documents as needed to meet requirements as defined in AFI 17-101
 - i. Cybersecurity Strategy (Section F, Deliverable 24)
 - ii. Information Support Plan (ISP) (Section F, Deliverable 25)
 - iii. Program Protection Plan (PPP) (Section F, Deliverable 26)
 - iv. Security Architecture Diagrams (Section F, Deliverable 27)
 - v. Security Design Document (SDD) (Section F, Deliverable 28)
 - vi. Business Impact Analysis (BIA) (Section F, Deliverable 29)
 - vii. Continuous Monitoring Plan (CMP) (Section F, Deliverable 30)
 - viii. Mission Risk Assessment Briefing (MRAB) (Section F, Deliverable 32)
 - ix. Ports, Protocols, and Services (PPS) Matrix (Section F, Deliverable 33)

The IIT system is in the process of a technical refresh from Classic.asp to a .NET software framework because Classic.asp is no longer supported by the AF. The anticipated timeframe to complete this update is 2 years from date of award of the contract. The contractor shall provide additional IA support described above during this timeframe for IIT to accomplish the technical refresh and complete the RMF process. The contractor shall utilize the design documents created under Task C.5.5 in order to meet the requirements for the Systems Engineering Plan (SEP) and Risk Management Framework (RMF).

C.5.5 TASK 5 - PROVIDE DATABASE ADMINISTRATION, ANALYSIS, AND SOFTWARE ENGINEERING SUPPORT

The contractor shall provide Database Administrator (DBA) services in Oracle (currently using Oracle 11g migrating to Oracle 12), SQL (Structured Query Language), or both. This support shall include the creation and deletion of database user accounts, promotion of data integrity, monitoring use and performance of the database, reduction of unnecessary or redundant storage,

SECTION C – PERFORMANCE WORK STATEMENT

institution of database security, facilitation of data sharing, performance of regular backups, and performance of recoveries when needed.

The contractor shall:

- a. Create instances and views, write SQL queries as required, manage extents, perform database backups and recovery, and all typical DBA functions.
- b. Resolve any database problem that has resulted in unscheduled downtime of more than two full workdays (i.e., 16 AFCEC core duty hours). This includes providing administration support for several database applications and configuration management software.
- c. Provide technical assistance of data retrieval and data update to both Government and contractor members.
- d. Provide design and customization support for complex databases including schema and subschema details.
- e. Provide relational database software package support.
- f. Analyze user requirements, procedures, and problems in order to automate processing or to improve existing computer systems.
- g. Analyze current operational procedures, identify problems, and learn specific input and output requirements including forms of data input, how data is to be summarized, and formats for reports.
- h. Write detailed description of user needs, program functions, and steps required to develop or modify computer programs as required (Section F, Deliverable 41). A thorough understanding of object-oriented programming is required.
- i. Develop and maintain software and data standardization practices (Section F, Deliverable 40) to include functional process improvement (FPI) analysis, data modeling, data analysis, data element standardization, and data element submittal packages for AFCEC PMO managed systems in accordance with the Federal Information Processing Standards Publication (FIPS PUB) 183, FIPS PUB 184, and IEEE 12207:2008(e) Standard for Industry Implementation of International Standard.
- j. Oversee programming support through the entire development process while planning, processing, performing, tracking, and briefing progress status to the Government. The contractor shall, in close coordination with the AFCEC upper management, design and develop programming systems (Section F, Deliverable 42), make specific determinations about system performance, make recommendations which would yield a more cost effective product, and review and repair legacy code.
- k. Work with the software development team to analyze, design, coordinate, and supervise the development of software systems to form a basis for the solution of information processing problems.
- l. Work with the software development team to analyze system specifications and translate requirements into task specifications for junior programmers and shall serve as software test engineer.
- m. Work with the IA team to ensure the database(s) are Security Technical Implementation Guide (STIG) compliant and work with the Project Manager, Lead developer and ISSM to identify and remediate any findings discovered through the STIG review.
- n. Provide technical application support for ERPIMS, AFCEC Portal, E-Plan, IIT, AR and

RDM&S systems. The contractor shall:

- i. Provide assistance/support to users entering or updating data, and provide support troubleshooting and resolving system issues assistance with the use of these systems (ten per day).
- ii. Create simple queries for special data analysis (10-15 per week).
- iii. Analyze, document, and submit any change requests received from the users (two to four per week).
- iv. Work with the system project manager and DBA on user account management and documentation.
- v. Update the user manuals when there is a change to the application (Section F, Deliverable 44).
- vi. Prior to a release, the contractor shall test changes to the application and document the test results utilizing Enterprise Tester or equivalent software (Section F, Deliverable 45).
- vii. Schedule and assist in training sessions for new users and existing users.
- viii. Interact with CE's system administrators, developers, DBAs, and IA personnel on a routine basis.
- ix. Upload documents to an existing system document repository when applicable.
- x. Assist system users processing and routing System Authorization Access Request (SAAR), DD Form 2875 for system access (three to five per week).

The IIT system is in the process of a technical refresh from Classic.asp to a .NET software framework because Classic.asp is no longer supported by the AF. The anticipated timeframe to complete this update is 2 years from date of award of the contract. The contractor shall provide additional software engineering support described above during this timeframe for IIT to accomplish the technical refresh. The contractor shall also conduct analysis of the system to build Use Cases, define requirements and business rules. There are approximately 100+ Use Cases to build for 5 modules of IIT. As Use Cases are built, the contractor shall create the Design document, then perform actual coding to satisfy the requirement discovered while creating the Use Cases. The contractor shall create design documents in order to meet the requirements for the Systems Engineering Plan (SEP) and Risk Management Framework (RMF) (Task C.5.4). The contractor shall provide direct support for refactoring the application. Preliminary analysis has been completed to analyze dead code versus existing code to be refactored. The Government estimates that there are approximately 120,000 lines of code to be refactored. The contractor shall utilize the best development methodology to meet the technical refresh timeline.

C.5.6 TASK 6 - PROVIDE PROGRAMMING SUPPORT

The contractor shall provide technical and management direction over multi-disciplined teams. Any software development shall be in support of an approved AF IT investment system. The contractor shall provide programming support using all components of the Microsoft Visual Studio suite and the ability to interface and develop interfaces with Microsoft SQL and Oracle databases, World Wide Web applications, and Open Database Connection (ODBC) utilities. All AFCEC legacy systems and applications are currently in the Operations and Maintenance Phase

of the Lifecycle Management process and additional information on the AFCEC legacy systems is found in the FMO Tools Master Data files (Section J, Attachments CC, DD, EE, FF, GG, and HH). AFCEC has a dedicated development and integration environment for all software development and system releases.

The contractor shall:

- a. Write clear and effective software documentation (Section F, Deliverable 46).
- b. Provide object-oriented application programming in gathering, application design, and prototyping with software and regression testing and application implementation.
- c. Maintain current application programs and database interfaces in support of AFCEC requirements. Software application programming support generally involves minor updates or changes to existing code using Microsoft Visual Studio suite, SharePoint Designer, C# and interfacing and developing interfaces with Microsoft SQL Server and Oracle databases. Currently supported applications/systems include but are not limited to IIT, AFCEC AR, AFCEC Portal (SharePoint), E-PLAN, RDM&S, and ERPIMS.
- d. Provide the required documentation to update any impacted AFCEC assessment and authorization packages in accordance with mandated DoD and/or AF policies and procedures for all software products produced under this TO (Section F, Deliverable 47).
- e. Ensure that all software development identifies and institutes implementation of the AF Systems Engineering Processes (SEP) (Section J, Attachment S). SE begins with comprehensive planning. It addresses architecting, requirements development and management, design, technical management and control, test and evaluation (T&E) and V&V.
- f. Develop the SEP documentation (Section F, Deliverable 38) (in concert with the technical planning supporting the Acquisition Strategy, the Initial Capabilities Document (ICD), and other relevant predecessor documents. The contractor shall ensure that the SEP documentation remains consistent with the program's Life Cycle Management Plan (LCMP) (or legacy Product Support Master Plan (PSMP)), Capability Development Document (CDD), and Capability Production Document (CPD) as program planning and execution mature.
- g. Provide software performance, test, and evaluation support for any software packages maintained or developed within the scope of this contract, to include coordination on test plans and test procedures, performing software tests and logging test results, evaluation of test results, participation in software troubleshooting and problem resolution, and regression testing whenever software is revised. Additionally, the contractor shall perform unit, system, and regression testing to all programs, modules, and systems in accordance with the approved detailed designs.
- h. Integrate the modified software into the existing software, upon successful completion of testing.
- i. Coordinate activities internally and with Government personnel and other contractor personnel supporting the activities of the AFCEC FMO.

C.5.7 TASK 7 - PROVIDE TRAINING SUPPORT

The contractor shall provide support training services for ERPIMS, teaching Civil Engineers in a technical environment, including course development and evaluation. These services include

preparing lessons and updating course materials for instruction in the use of Microsoft-based programs to end users. Training materials have already been developed for use by the contractor. Additionally, contractor support shall include working with computers to include Microsoft Office, operating in a Windows environment and relational databases, and providing instructions on how they function. The contractor shall conduct ERPIMS Training on a quarterly basis. Training sessions will last for two days and will contain, on average, ten users per session. Historically, there have been approximately 30 users that require training per year, but this can vary based on new users and personnel turnover. A room for conducting training is available for use by the contractor.

The contractor shall:

- a. Provide instructions on the operation of working within a .mil domain and with an External Certificate Authority.
- b. Update existing technical training materials (Section F, Deliverable 48) to include accessing technical requirements, developing course objectives, creating lesson plans and presentations, and creating tests and evaluations material. Training services shall include an understanding of the principles and application behind Advanced Distributed Learning (ADL) and its relationship with the Sharable Content Object Reference Model (SCORM) as developed by the DoD. Training materials at the time of TO award are current. The contractor shall update training materials based on business process, system, and functionality changes. The contractor is not required to have functional expertise but will be required to work with functional experts to develop training materials.
- c. Update training materials for presentation in a Computer-Based Training (CBT) environment.

C.5.8 TASK 8 - PROVIDE FUNCTIONAL SUPPORT

The contractor shall provide functional requirements analysis support for the EESOH-MIS, a CE Enterprise system, managed by the AFLCMC/HIBD PMO. The contractor shall provide functional project management and IT resources to develop the base functional requirements using acceptable software engineering methodologies. Support for EESOH-MIS includes documenting the business needs and functional requirements to allow EESOH-MIS to support the target community and for new functional areas to be included in EESOH-MIS.

The contractor shall identify an EESOH-MIS Functional Task Lead to identify project goals and deliverables, schedule meetings, and validate and provide recommendations to FMO on final documentation for submittal to the EESOH-MIS PMO. The contractor shall function as the Functional Leads and Functional Business Analysts to coordinate the work being performed. Coordination of tasks with other contractors supporting the FMO and PMO shall be required.

The contractor shall:

- a. Ensure that the created artifacts are added to the EESOH-MIS requirements management repository.
- b. In coordination with the functional user community, manage requirements elicitation meetings with selected members of the target user community. The contractor shall provide meeting notes and action item lists of all such meetings.
- c. Document functional and behavioral requirements of the requested application

capabilities using Unified Modeling Language (UML) notations for Use Case diagrams, Use Case narratives, sequence diagrams as needed, and functional system testing using HP Application Lifecycle Management (HP ALM) software (Section F, Deliverable 49).

- d. Document static data requirements using UML notations for statecharts (tables or diagrams), class diagrams, and object diagrams (Section F, Deliverable 50).
- e. Assist in updating the logical Business Domain Model as needed (Section F, Deliverable 51).
- f. In coordination with the functional user community, create the Functional Requirements Specifications documents for each approved project (Section F, Deliverable 52).
- g. In coordination with the functional user community, create any Software Requirements Specifications needed by the system development organization to evaluate and design the capability for deployment in EESOH-MIS (Section F, Deliverable 53).
- h. Provide support for the sustainment and new development activities as outlined in the Sustainment and New Development Activities attachment (Section J, Attachment II).
- i. Provide functional management support to include, but not limited to, records management, data categorization, configuration management, cyber related activities, etc.

C.5.9 TASK 9 – AFCEC FMO SURGE SUPPORT (OPTIONAL TASK)

In the world of increasing cyber threats and DoD-mandated risk mitigation, circumstances may arise where AFCEC FMO requires the capability to provide reach-back, additional augmented personnel support to provide IT Administration (Task 3), IA (Task 4), Database Administration, Analysis, Software Engineer (Task 5), Programming Support (Task 6), Training Support (Task 7). The Government reserves the right to exercise additional AFCEC augmented support services at any point in time during the TO performance, IAW the terms and conditions of the contract. Examples of circumstances which would require additional augmented support include, but are not limited to:

1. Discovery of new applications within the AFCEC network that would need accreditation.
2. New DoD directives create a requirement for software to be reconfigured and hardware/platforms to be updated to remove threats.
3. New cyber threats may necessitate a change to current database structure and running of diagnostics.

The contractor shall provide additional augmented support for any requirement in Section C.5 that is within the scope of the TO. Additional as-needed support requirements for these circumstances may be variable in length, but each optional CLIN's PoP cannot exceed the period in which the optional CLIN is exercised by the FEDSIM CO. The contractor shall meet and maintain requirements identified by the AFCEC TPOCs and the FEDSIM COR.

When the requirement for additional AFCEC FMO augmented support is identified, the Government will notify the contractor in advance and exercise the optional additional augmented support CLIN (X002) in Section B. Upon exercising the surge task, the contractor shall provide an Updated Surge Support Plan (Section F, Deliverable 37). The Surge Plan shall include the project approach, milestones and schedules, major and minor deliverables, and detailed resource

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and cost information. The contractor shall staff surge resources within 30 days of formal written approval of the Surge Plan.

The additional augmented support shall not result in a decrease of support to other AFCEC FMO requirements unless approved by the CO and COR. Specific additional requirements shall be managed in conjunction under other TOR Task 1 duties. The contractor shall coordinate with appropriate AFCEC FMO officials to obtain review and approval.

Once an occurrence has been declared ended or the additional augmented support is no longer needed, the contractor shall proceed with an orderly and efficient transition-out period not to exceed thirty days. During the transition-out period, the contractor shall fully cooperate with, and assist the Government with, activities closing out the occurrence, developing required documentation, transferring knowledge, and documenting lessons learned.

SECTION D - PACKAGING AND MARKING

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E.1 PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of all work performance, reports, and other deliverables under this TO will be performed by the FEDSIM COR and AFCEC TPOC.

E.2 SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR and AFCEC TPOC. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

E.3 BASIS OF ACCEPTANCE

The basis for acceptance shall be in compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

The final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved, through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables shall either be incorporated in the succeeding version of the deliverable, or the contractor shall explain to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the quality assurance requirements stated within this TO, the document may be rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

E.4 DRAFT DELIVERABLES

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

E.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The FEDSIM CO/COR will provide written notification of acceptance or rejection (Section J, Attachment G) of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.6 NON-CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Deficiencies shall be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

If the contractor does not provide products or services that conform to the requirements of this TO, the Government will withhold the fixed price until the non-conforming products or services are remediated.

SECTION F – DELIVERABLES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

The anticipated period of performance for this TO is a one-year base period and four, one-year option periods.

Base Period	April 01, 2018 through March 31, 2019
First Option Period	April 01, 2019 through March 31, 2020
Second Option Period	April 01, 2020 through March 31, 2021
Third Option Period	April 01, 2021 through March 31, 2022
Fourth Option Period	April 01, 2022 through March 31, 2023

F.2 PLACE OF PERFORMANCE

The contractor shall perform work on-site at the Government location in Building 171, Port San Antonio, TX and Tyndall AFB as identified in Section C.1.2. Support may be provided remotely depending on the level and type of support required and FEDSIM COR approval.

The contractor shall provide support to the above locations, five days a week (Monday through Friday), eight hours a day, and be available during core operating hours from 0800 to 1500 Central Daylight Time (CDT) on a daily basis.

Non-duty recall hours/incidents occur within any time-period that is outside of a designated contractor's normal work schedule or 40 hour work week. On a case-by-case basis, the Government may have to contact or recall designated contractor personnel to resolve problems, address emergencies, etc. in person or by other communications means. Designated contractor personnel are expected to respond to all recall requests, within a two hour response time of the initial communications attempt (including, but not limited to attempts made via telephone, cellular, page, or electronic message) to either their designated work site and/or a designated alternate work site and continue their efforts, as required, until the recall situation is redirected or resolved. The contractor shall be responsible for furnishing its own cellphones, or other media device, for emergency notification outside core operating hours.

F.3 TASK ORDER SCHEDULE AND MILESTONE DATES

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

DEL: Deliverable

IAW: In Accordance With

NLT: No Later Than

TOA: Task Order Award

All references to days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The Government Rights in Data for all deliverables listed in the table below is Unlimited (UR) IAW DFAR 252.227-7015.

SECTION F – DELIVERABLES OR PERFORMANCE

The contractor shall deliver the deliverables listed in the following table on the dates specified:

DE L. #	MILESTONE/ DELIVERABLE	FORMAT	PWS REFER ENCE	DATE OF COMPLETION/ DELIVERY	DATA RIGHTS
01	Project Start (PS)	Contractor Determined		At TOA	N/A
02	Kick-Off Meeting Agenda	Contractor Determined	C.5.1.2	At least three workdays prior to the Kick-Off Meeting	UR
03	Kick-Off Meeting	Contractor Determined	C.5.1.2	Within 25 workdays of TOA	N/A
04	Monthly Status Report	Contractor Determined	C.5.1.3	Monthly 10 th calendar day of the next month)	UR
05	Monthly Technical Status Meeting	Contractor Determined	C.5.1.4	Monthly	UR
06	Monthly Technical Status Meeting Minutes	Contractor Determined	C.5.1.4	Five workdays of Monthly Technical Status Meeting	UR
07	Draft Project Management Plan	Contractor Determined	C.5.1.2	Due 15 workdays after Kick-Off Meeting	UR
08	Final Project Management Plan	Contractor Determined	C.5.1.5	10 workdays after receipt of Government comments	UR
09	Project Management Plan Updates	Contractor Determined	C.5.1.6	As project changes occur, no less frequently than annually	UR
10	Trip Report(s)	Contractor Determined	C.5.1.7	Within 10 workdays following completion of each trip	UR
11	Updated Baseline Quality Control Plan	Contractor Determined	C.5.1.2	Due 15 workdays after Kick-Off Meeting	UR
12	Final Baseline Quality Control Plan	Contractor Determined	C.5.1.2	10 workdays after receipt of Government comments	UR

SECTION F – DELIVERABLES OR PERFORMANCE

DE L. #	MILESTONE/ DELIVERABLE	FORMAT	PWS REFER ENCE	DATE OF COMPLETION/ DELIVERY	DATA RIGHTS
13	Quality Control Plan Updates	Contractor Determined	C.5.1.8	As changes in program processes are identified	UR
14	Updated Transition-In Plan	Contractor Determined	C.5.1.2	Due at Kick-Off Meeting	UR
15	Final Transition-In Plan	Contractor Determined	C.5.1.9	10 calendar days after receipt of Government comments	UR
16	Draft Transition-Out Plan	Contractor Determined	C.5.1.10	Within six months of PS	UR
17	Final Transition-Out Plan	Contractor Determined	C.5.1.10	10 workdays after receipt of Government comments	UR
18	Transition-Out Plan Updates	Contractor Determined	C.5.1.10	Annually and then quarterly during final Option Period	UR
19	Systems Security Plan (SSP)	AFCEC Determined	C.5.2	Update existing SSP as required to meet requirements as defined in AFI 17-101	UR
20	Security Assessment Test Plan	AFCEC Determined	C.5.2	Update existing SAT as required to meet requirements as defined in AFI 17-101	UR
21	Plan of Action and Milestone (POA&M) document	AFCEC Determined	C.5.2	Update existing POA&M as required to meet requirements as defined in AFI 17-101	UR
22	Continuity of Operations (CONOPS) and Disaster Recovery Plan	AFCEC Determined	C.5.2	Update existing CONOPS as required to meet requirements as defined in AFI 17-101	UR

SECTION F – DELIVERABLES OR PERFORMANCE

DE L. #	MILESTONE/ DELIVERABLE	FORMAT	PWS REFER ENCE	DATE OF COMPLETION/ DELIVERY	DATA RIGHTS
23	Implementation Plans	AFCEC Determined	C.5.2	Update existing implementation plans as required to meet requirements as defined in AFI 17-101	UR
24	Cybersecurity Strategy	AFCEC Determined	C.5.4	Update existing Cybersecurity strategy as required to meet requirements as defined in AFI 17-101	UR
25	Information Support Plan (ISP)	AFCEC Determined	C.5.4	Update existing ISP as required to meet requirements as defined in AFI 17-101	UR
26	Program Protection Plan (PPP)	AFCEC Determined	C.5.4	Update existing PPP as required to meet requirements as defined in AFI 17-101	UR
27	Security Architecture Diagrams	AFCEC Determined	C.5.4	Update existing security architecture diagrams as required to meet requirements as defined in AFI 17-101	UR
28	Security Design Document (SDD)	AFCEC Determined	C.5.4	Update existing SDD as required to meet requirements as defined in AFI 17-101	UR
29	Business Impact Analysis (BIA)	AFCEC Determined	C.5.4	Update existing BIA as required to meet requirements as defined in AFI 17-101	UR

SECTION F – DELIVERABLES OR PERFORMANCE

DE L. #	MILESTONE/ DELIVERABLE	FORMAT	PWS REFER ENCE	DATE OF COMPLETION/ DELIVERY	DATA RIGHTS
30	Continuous Monitoring Plan (CMP)	AFCEC Determined	C.5.4	Update existing CMP as required to meet requirements as defined in AFI 17-101	UR
31	RESERVED	RESERVE D	RESER VED	RESERVED	RESERVED
32	Mission Risk Assessment Briefing (MRAB)	AFCEC Determined	C.5.4	Update existing MRAB as required to meet requirements as defined in AFI 17-101	UR
33	Ports, Protocols and Services (PPS) Matrix	AFCEC Determined	C.5.4	Update existing PPS as required	UR
34	Integrated Master Schedule (IMS) for all Systems	AFCEC Determined	C.5.2	Update existing IMS as required to meet requirements as defined in AFI 17-101	UR
35	Individual System Schedules (ISS)	AFCEC Determined	C.5.2	Update existing ISS as required to meet requirements as defined in AFI 17-101	UR
37	Updated Surge Support Plan	AFCEC Determined	C.5.9	Within 5 workdays of the Government's request for services	UR
38	Systems Engineering Plan (SEP) Documentation	AFCEC Determined	C.5.3.2	Develop as required	UR
39	Documented Bi-Directional traceability	AFCEC Determined	C.5.4	Document as required	UR

SECTION F – DELIVERABLES OR PERFORMANCE

DE L. #	MILESTONE/ DELIVERABLE	FORMAT	PWS REFER ENCE	DATE OF COMPLETION/ DELIVERY	DATA RIGHTS
40	Documented software and data standardization practices	AFCEC Determined	C.5.5	Document as required	UR
41	Description write-ups of user needs, program functions, and steps required to develop or modify computer programs	AFCEC Determined	C.5.5	Document as required	UR
42	Programming Systems	AFCEC Determined	C.5.5	Design and develop as required	UR
43	Change requests	AFCEC Determined	C.5.5	Document as required	UR
44	User manuals for all systems	AFCEC Determined	C.5.5	Update within 5 workdays of application change	UR
45	Documented test results	AFCEC Determined	C.5.5	Document as required	UR
46	Software documentation	AFCEC Determined	C.5.6	Document as required	UR
47	Documentation to update impacted AFCEC assessment and authorization packages	AFCEC Determined	C.5.6	Document as required	UR
48	Technical training materials	AFCEC Determined	C.5.7	Update as required	UR
49	Functional and behavioral requirements of application capabilities	AFCEC Determined	C.5.8	Document as required	UR

SECTION F – DELIVERABLES OR PERFORMANCE

DE L. #	MILESTONE/ DELIVERABLE	FORMAT	PWS REFER ENCE	DATE OF COMPLETION/ DELIVERY	DATA RIGHTS
50	Static data requirements	AFCEC Determined	C.5.8	Document as required	UR
51	Business Domain Model	AFCEC Determined	C.5.8	Update as required	UR
52	Functional Requirements Specifications documents	AFCEC Determined	C.5.8	Develop as required	UR
53	Software Requirements Specifications	AFCEC Determined	C.5.8	Develop as required	UR

The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-conforming markings in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7015.

F.4 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT

The contractor agrees to submit, within ten workdays from the date of the FEDSIM CO's execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 United States Code (U.S.C.) § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall explain why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

F.5 DELIVERABLES MEDIA

The contractor shall deliver all electronic versions by electronic mail (email) and removable electronic media, as well as placing in the AFCEC FMO's designated repository. The following

SECTION F – DELIVERABLES OR PERFORMANCE

are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- | | |
|-----------------|---------------|
| a. Text | MS Word |
| b. Spreadsheets | MS Excel |
| c. Briefings | MS PowerPoint |
| d. Drawings | MS Visio |
| e. Schedules | MS Project |

F.6 PLACE(S) OF DELIVERY

Copies of all deliverables shall be delivered to the FEDSIM COR at the following address:

GSA FAS AAS FEDSIM
ATTN: Sean Mooney, COR (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (703) 605-3625
Email: sean.mooney@gsa.gov

Copies of all deliverables shall also be delivered to the AFCEC TPOC. The AFCEC TPOC name, address, and contact information will be provided at award.

F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, Attachment D) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

G.1 CONTRACTING OFFICER’S REPRESENTATIVE (COR)

The FEDSIM CO appointed a FEDSIM COR in writing through a COR Appointment Letter (Section J, Attachment A). The FEDSIM COR will receive, for the Government, all work called for by the TO and will represent the FEDSIM CO in the technical phases of the work. The FEDSIM COR will provide no supervisory or instructional assistance to contractor personnel.

The FEDSIM COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the FEDSIM CO by properly executed modifications to the Contract or the TO.

G.1.1 CONTRACT ADMINISTRATION

Contracting Officer:

Renee Grace
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (202) 208-1842
Email: renee.grace@gsa.gov

Contracting Officer’s Representative:

Sean Mooney
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (703) 605-3625
Email: sean.mooney@gsa.gov

Technical Point of Contact:

Provided after award.

G.2 INVOICE SUBMISSION

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice:

Task Order Number: *(from GSA Form 300, Block 2)*
Paying Number: *(ACT/DAC NO.) (From GSA Form 300, Block 4)*
FEDSIM Project Number: *2016045AF*
Project Title: *AFCEC IT Support Services*

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

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The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information SysTem (ASSIST) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. The AASBS Help Desk should be contacted for support at 877-472-4877 (toll free) or by email at AASBS.helpdesk@gsa.gov. By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment. A paper copy of the invoice is required for a credit.

G.3 INVOICE REQUIREMENTS

The contractor shall submit simultaneous copies of the invoice to both the FEDSIM COR and the AFCEC TPOC. Receipts are provided on an as requested basis.

If the TO has different contract types, each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion. Upon project completion, the contractor shall provide a final invoice status update monthly.

Regardless of contract type, the contractor shall report the following:

- a. GWAC Contract Number
- b. Task Order Award Number (NOT the Solicitation Number)
- c. Contractor Invoice Number
- d. Current period of performance.

G.3.1 TIME AND MATERIAL (T&M) CLINs (for LABOR)

The contractor may invoice monthly on the basis of hours incurred for the T&M CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee labor category
- d. Monthly and total cumulative hours worked
- e. Corresponding negotiated TO ceiling rate
- f. Hours incurred not billed

SECTION G – CONTRACT ADMINISTRATION DATA

- g. Total Amount Paid (Lump Sum) by CLIN

G.3.2 EQUIPMENT AND MATERIALS

The contractor may invoice monthly on the basis of cost incurred for the Equipment and Materials CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Equipment and/or Materials purchased
- b. Consent to Purchase (CTP) number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN
- f. Cost incurred not billed
- g. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges and Fee in accordance with the contractor's Defense Contract Audit Agency (DCAA) cost disclosure statement.

G.3.3 TRAVEL

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulation (FTR) - prescribed by the GSA, for travel in the contiguous United States (U.S.).
- b. Joint Travel Regulations (JTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the FTR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs

SECTION G – CONTRACT ADMINISTRATION DATA

- j. Total charges
- k. Explanation of variances exceeding ten percent of the approved versus actual costs
- l. Indirect handling rate

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges in accordance with the contractor's DCAA cost disclosure statement.

H.1 KEY PERSONNEL

The following are the minimum personnel who shall be designated as “Key.” The contractor may provide additional “Key Personnel” as it sees fit with its proposed solution. The Government does not intend to dictate the composition of the ideal team to perform this TO.

- a. Project Manager (PM)
- b. Information Systems Security Officer (ISSO)
- c. Functional Task Lead

The Government desires that Key Personnel be assigned for the duration of the TO.

H.1.1 PROJECT MANAGER

The PM is responsible for the quality and efficiency of the TO, to include both technical issues and businesses processes. The PM shall ensure all work efforts under this TO are coordinated with government personnel. The PM shall also ensure coordination of work tasks within this scope are coordinated with other contractors supporting the AFCEC FMO. Collaboration with multi-disciplined teams to include both Government and contractor personnel supporting other AFCEC FMO tasks will be required.

The PM shall be an employee of the prime contractor and have the authority to commit the contractor’s organization and make decisions for the contractor’s organization in response to Government issues, concerns, and comments, as well as be proactive in alerting the Government to potential contractual or programmatic and resource limitations issues. The PM shall be required to occasionally travel to Continental United States (CONUS)

It is required that the PM has the following qualifications:

- a. Must have a current Project Management Institute (PMI) Project Management Professional certification or Program Management Professional (PgMP) certification.
- b. Bachelor’s degree in Information Systems or related IT field.
- c. A minimum of ten years of project management experience in the field or related IT area with demonstrated knowledge of similar programs (i.e., size, scope, and complexity) under this TO.
- d. Active Secret clearance, ability to gain interim Secret clearance, or holds a successfully completed a Tier 3 (T3) investigation or Tier 3 Reinvestigation (T3R).
- e. Meets requirements of proposed labor category.

It is desired that the PM has the following qualifications:

- a. Experience managing and coordinating a staff in a DoD environment.
- b. A minimum of four years of IT experience with civil or environmental engineering systems.
- c. A minimum of four years of DoD AF IT environment experience.
- d. Master’s degree in Information Systems or related IT field.
- e. DoD 8570.01-M Information Assurance Technical (IAT) Level II compliant (Global

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Information Assurance [GIAC] Security Essentials Certification [GSEC], Security+, Systems Security Certified Practitioner [SSCP], Cisco Certified Network Associate [CCNA]-Security).

H.1.2 IA LEAD/INFORMATION SYSTEMS SECURITY OFFICER (ISSO)

It is required that the IA Lead/ISSO has the following qualifications:

- a. Must have any of the approved Information Assurance Management (IAM) Level II Certification: Certified Authorization Professional (CAP), CompTIA Advanced Security Practitioner (CASP) CE, CISM, Certified Information Security Manager (CISSP) or Associate, or GIAC Security Leadership (GSLC).
- b. A minimum of five years of experience as an ISSO or experience in a similar (i.e., size, scope, and complexity) technical area.
- c. A minimum of five years of experience with managing teams in an environment similar (i.e., size, scope, and complexity) to the TO.
- d. A minimum of five years management and practical experience in conducting Certification and Accreditation (RMF C&A) in a DoD environment.
- e. Active Secret clearance, ability to gain interim Secret clearance, or holds a successfully completed a Tier 3 (T3) investigation or Tier 3 Reinvestigation (T3R).
- f. Meets requirements of proposed labor category.

It is desired that the ISSO has the following qualifications:

- a. A minimum of ten years of experience as an ISSO or experience in a similar (i.e., size, scope and complexity) technical area.

H.1.3 FUNCTIONAL TASK LEAD

It is required that the Functional Task Lead has the following qualifications:

- a. A minimum of five years of experience supporting EESOH-MIS or a similar system (i.e., size, scope and complexity).
- b. Meets requirements of proposed labor category
- c. Bachelor's degree in Engineering or Environmental related field

It is desired that the Functional Task Lead has the following qualifications:

- a. A minimum of ten years of experience supporting EESOH-MIS or a similar system (i.e., size, scope and complexity).
- b. A minimum of five years of experience writing requirements documentation for EESOH-MIS or writing requirements documentation for a similar (i.e., size, scope, complexity) system.
- c. Functional experience in Civil Engineering and Environmental Management.

H.1.4 KEY PERSONNEL SUBSTITUTION

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the FEDSIM CO. Prior to utilizing other than personnel specified in proposals in

SECTION H – SPECIAL CONTRACT REQUIREMENTS

response to a TOR, the contractor shall notify the FEDSIM CO and the FEDSIM COR of the existing TO. This notification shall be no later than ten business days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel substituted. If the FEDSIM CO and the FEDSIM COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-8, Default (Fixed-Price Supply and Service).

H.2 GOVERNMENT-FURNISHED PROPERTY (GFP)

Personal computers, supporting software, office space, and office supplies will be provided by the Government for use by the on-site personnel performing on the TO as specified. GFP to be provided in support of this requirement includes the following:

Personal computer workstations with the standard AFCEC software (including Microsoft Office) plus additional software and privileges as required will be provided to support performance of contractor personnel for this TO.

H.3 GOVERNMENT-FURNISHED INFORMATION (GFI)

GFI	DATE TO BE PROVIDED
IT Governance Process	Project Kickoff
Inspection and Evaluation (I&E) Performance Measures	Project Kickoff
CE Flight Plan	Project Kickoff
AFCEC FMO Charter	Project Kickoff
CE IT Annex To CE Flight Plan	Project Kickoff
AFCEC Configuration Management Plan	Section J, Attachment BB
AFCEC Portfolio Management Plan	Section J, Attachment AA

H.4 GOVERNMENT-FURNISHED SERVICES

The Government will provide the logistical support services necessary to ensure that the aforementioned GFP and working spaces will be sufficient to support on-site contractor personnel. In the event that it is determined that it would be in the best interest of the

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Government for the contractor to work off-site in order to meet work requirements, the contractor shall follow the telework guidelines as described in Section H.14 of the TOR. No support services will be provided for off-site personnel. Services for on-site personnel will include the following:

Maintenance of the property and support facilities listed above Access to the applicable buildings and installations during applicable duty hours Computer system and network access including email and network printing Local and DSN telephone, long-distance calling, and facsimile services.

Contractor personnel are expected to comply with all applicable policies and regulations governing the use of these resources and services. Failure to comply will result in denial of facility and service access to non-compliant personnel and reimbursement from the contractor to cover any costs incurred by non-compliance.

The contractor shall not be required to store or have access to classified information or do classified work outside the Government provided facilities. Any fabrication, modification or storage of classified hardware will be within the Government provided facilities. Security support provided by the AF to the contractor shall include storage containers for classified information/material, use of base destruction facilities, classified reproduction facilities, use of base classified mail and defense courier services, security badging and visitor control, investigation of security incidents, base traffic regulations, and the use of security forms and conducting inspections required by DoD 5220.22-R, Industrial Security Regulation, Air Force Policy Directive 31-6, Industrial Security, and Air Force Instruction 31-601, Industrial Security Program Management.

H.5 SECURITY REQUIREMENTS

The contractor shall observe and comply with all computer and physical security regulations and provisions in effect at the Government facility. Any required identification badges shall be worn and displayed at all times. AF Regulations require that all personnel accessing AF computers, systems, or networks shall have at a minimum a NACI. Personnel that are required to possess a Network or System Administration (.ADM) account will be required to possess Security+ (Comp TIA) certification and a Secret clearance, Interim Secret clearance, or holds a successfully completed Tier 3 (T3) investigation or Tier 3 Reinvestigation (T3R).. Unless prohibited, an interim access can be granted once the applicable security investigation has been officially initiated and while it is being processed.

H.5.1 INFORMATION ASSURANCE

The contractor may have access to sensitive (to include privileged and confidential) data, information, and materials of the U.S. Government. These printed and electronic documents are for internal use only and remain the sole property of the U.S. Government. Some of these materials are protected by the Privacy Act of 1974 (AMENDED) and Title 38. Unauthorized disclosure of Privacy Act or Title 38 covered materials is a criminal offense.

The contractor shall comply with the most recent version of all policies, laws, and directives, including, but not limited to the following:

- a. AFI 31-601, “Industrial Security Program Management”

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- b. AFI 33-202, “Computer Security”
- c. AFI 33-203, “Emission Security (EMSEC) Program”
- d. AFI 33-204, “Information Protection Security Awareness, Training, and Education (SATE) Program”
- e. AFI 31-401, “Information Security Program Management”
- f. Applicable AFKAGs, AFIs, and AFSSIs for Communications Security (COMSEC) and computer workstations or systems
- g. AFMAN 33-285, “Cybersecurity Workforce Improvement Program”
- h. DoD Regulation 5400.7-R/Air Force Supplement
- i. DoD Freedom of Information Act Program, requirements
- j. DOD CIO Memo “Internet Protocol Version 6,” dated August 16, 2005
- k. Federal Information Security Management Act of 2002
- l. Privacy Act of 1974, U.S. Code. 1999 ed. Title 5, Sec. 552a. P.L. 93-579
- m. AFI 33-210, “Air Force Certification and Accreditation (C&A) Program (AFCAP),”
- n. CJCSI 6212.01E, “Interoperability and Supportability of Information Technology and National Security Systems”
- o. DoD Directive 8520.2, “Public Key Infrastructure (PKI) and Public Key (PK) Enabling,”
- p. AFMAN 37-139, “Disposition of Records - Standards, or other directives authorized in AFI 37-138, Records Disposition - Procedures and Responsibilities”
- q. DoDI 8510.01, Risk Management Framework (RMF) for DoD Information Technology (IT)
- r. DoDI 8500.01, Cybersecurity
- s. NSTISSP No. 11 “National Policy Governing Information Assurance and Information Assurance Enabled Information Technology Products,”
- t. Chairman Joint Chiefs of Staff Manual (CJCSM) 6510.01, “Defense-in-Depth: Information Assurance (IA) and Computer Network Defense (CND),”
- u. Air Force Policy Directive 33-2, “Information Assurance (IA) Program,”
- v. AFI 33-200, “Information Assurance (IA) Management,” dated December 23, 2008
- w. AFI Instruction 33-230, “Information Assurance Assessment and Assistance Program,”
- x. Future DoD or Air Force IA applicable directives

33-series to 17-series Crosswalk is available in the attachments (Section J, Attachment JJ).

H.5.2 SECURITY CLEARANCES

In general, all necessary facility and employee security clearances shall be at the expense of the contractor. The contractor shall comply with all security requirements.

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All contractor personnel (including teaming partners, subcontractors and/or consultants, if proposed) supporting this TO shall be U.S. citizens and require, at minimum, a National Agency Check with Inquiries (NACI) before performing any work under this TO.

Additionally, Contractor personnel supporting a Network or System Administration (.ADM) account will be required to possess Security+ (Comp TIA) certification and Contractor personnel requiring a SIPRNet access will be required to possess a final Secret security clearance (or an Interim Secret) based on National Agency Check with Local Agency Check and Credit Check (NACLIC).

Additional information on security clearance requirements can be found in the IT Level Clearance Requirements (Section J, Attachment KK).

H.5.3 FACILITY ACCESS

Contractor personnel supporting AFCEC on-site at their location(s) shall be required to obtain a facility badge/I.D. and Common Access Card (CAC), before arriving at the AFCEC site to begin work on this TO. The Contractor is subject to all military rules and regulations while working in a military facility. The Government will provide access to Government directives, publications and documentation based upon need and availability. All work under this contract shall be primarily performed at AFCEC during regular business hours with exceptions for occasional travel to AFCEC-supported off-site locations and for restoration of network connectivity or returning mission-critical systems to service. When this is determined by the Government to be necessary, the Government will provide The Contractor workspace at an AFCEC building. Any non-standard hours for use of Government facilities must be coordinated with the AFCEC computer section designated point of contact forty-eight (48) hours in advance. Work related to critical network, system, or database failures are exempt from this coordination requirement.

H.6 TRAINING AND PERMITS

The Contractor is required to ensure that all employees assigned to covered tasks, comply with all training and certification requirements found in the DoD 8570.01-M series of instructions and those applicable to AFCEC's host base/MAJCOM computing environment. This contract requires contractor personnel to provide IA functional services for DoD information systems, the contractor personnel performing the IA functions shall have appropriate Information Assurance Workforce certification(s) and be registered in the Defense Eligibility Enrollment Reporting System according to requirements specified in Chapters 3, 4, 10, and 11 of DoD 8570.01-M and further requires the reporting of contractor personnel's IA certification status and compliance with DoD 8570.01-M upon initial hire.

H.7 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

H.7.1 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

- a. If a contractor has performed, is currently performing work, or anticipates performing work that creates or represents an actual or potential OCI, the contractor shall immediately disclose this actual or potential OCI to the FEDSIM CO in accordance with FAR Subpart 9.5. The nature of the OCI may involve the prime contractor, subcontractors of any tier, or teaming partners.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

- b. The contractor is required to complete and sign an OCI Statement (Section J, Attachment H). The contractor must represent either that (1) It is not aware of any facts which create any actual or potential OCI relating to the award of this contract, or (2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential OCI and has included a mitigation plan in accordance with paragraph (c) below.
- c. If the contractor with an actual or potential OCI believes the conflict can be avoided, neutralized, or mitigated, the contractor shall submit a mitigation plan to the Government for review.
- d. In addition to the mitigation plan, the FEDSIM CO may require further information from the contractor. The FEDSIM CO will use all information submitted by the contractor, and any other relevant information known to GSA, to determine whether an award to the contractor may take place, and whether the mitigation plan adequately avoids, neutralizes, or mitigates the OCI.
- e. If any such conflict of interest is found to exist, the FEDSIM CO may determine that the conflict cannot be avoided, neutralized, mitigated, or otherwise resolved to the satisfaction of the Government, and the contractor may be found ineligible for award. Alternatively, the FEDSIM CO may determine that it is otherwise in the best interest of the U.S. to contract with the contractor and include the appropriate provisions to avoid, neutralize, mitigate, or waive such conflict in the TO awarded.

H.7.2 NON-DISCLOSURE REQUIREMENTS

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form (Section J, Attachment I) and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are listed on a signed Addendum to the Corporate NDA Form (Section J, Attachment J) prior to the commencement of any work on the TO.
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information.
- c. Are instructed in FAR Part 9 for third-party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained from the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

H.8 SECTION 508 COMPLIANCE REQUIREMENTS

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of

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1973, per the 1998 Amendments, 29 U.S.C. 794d, and the Architectural and Transportation Barriers Compliance Board's EIT Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided, and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

H.9 TRAVEL

Travel associated with the task order is expected. Contractor personnel shall be required to perform travel to various locations within the CONUS; the Government anticipates 26 trips per period of performance. Contractor personnel may be required to travel as a passenger on military transportation into non-hostile areas to perform tasks.

Contractor personnel may be required to travel to attend meetings, briefings, or perform other related travel. Travel shall be performed as required by the tasking, and approved and authorized by the Government. All travel shall be performed on a reimbursable basis.

The contractor shall be responsible for arranging all airfare, car rental, lodging, and subsistence required for traveling contractor personnel as well as tracking all reimbursable travel expenditures and reporting usage rates.

Below is a list of anticipated travel for each year of this TO:

Chart #1 - AFCEC Anticipated Contractor Travel

# TRIPS PER YEAR	FROM	TO	DURATION	PURPOS E	# TRAVELE RS PER TRIP
3	San Antonio, TX	Panama City, FL	1 week	Testing	4
2	San Antonio, TX	Panama City, FL	1 week	FUG Meetings	4
2	Panama City, FL	San Antonio, TX	2 weeks	Meeting	1
4	San Antonio, TX	Installation – TBD	1 week	Requireme nts gathering	2
1	San Antonio, TX	Gunter AFB, AL	2 weeks	PMO Meeting	2

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# TRIPS PER YEAR	FROM	TO	DURATION	PURPOSE	# TRAVELERS PER TRIP
4	San Antonio, TX	Tyndall AFB, FL	2-4 days	Meeting	1-2
4	San Antonio, TX	Hill AFB, UT	2-4 days	Meeting	1-2
6	San Antonio, TX	Gunter AFB, AL	2-4 days	Meeting	1-2

H.9.1 TRAVEL REGULATIONS

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. FTR - prescribed by the GSA, for travel in the contiguous U.S.
- b. JTR, Volume 2, DoD Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

H.9.2 TRAVEL AUTHORIZATION REQUESTS (TAR)

Before undertaking travel to any Government site or any other site in performance of this TO, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long-distance travel, the contractor shall prepare a TAR (Section J, Attachment K) for Government review and approval. Long-distance travel will be reimbursed for cost of travel comparable with the FTR.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

H.10 EQUIPMENT (HARDWARE/SOFTWARE) AND/OR MATERIALS

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the prime contractor does not have an approved purchasing system, the contractor shall submit to the FEDSIM CO a Consent to Purchase (CTP) (Section J, Task Order Request GSC-QF0B-18-33186

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Attachment L). The CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved CTP from the FEDSIM CO.

H.11 NEWS RELEASE

The contractor shall not make any news release pertaining to this procurement without prior Government approval and only in coordination with the FEDSIM CO.

H.12 INTELLECTUAL PROPERTY RIGHTS

The existence of any patent, patent application, or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in DFAR 252.227-7014 apply.

H.13 CONTRACTOR IDENTIFICATION REQUIREMENTS

Contractor personnel supporting AFCEC on-site shall be required to obtain a facility badge/I.D., Common Access Card (CAC), and unclassified and/or classified system accounts (log-on and email). Contractor personnel shall be required to obtain and maintain security badges and adhere to the security requirements of the installation. Failure to safeguard any privileged information which may involve the contractor or the contractor's personnel, or to which they may have access, may subject the contractor and/or contractor's personnel to criminal liability under Title 18, section 793 and 7908 of the U.S.C. Provisions of the Privacy Act apply to all records and reports maintained by the contractor.

Contractor personnel performing services on DoD installations or other Government facilities shall ensure that they are readily identifiable as contractor employees (including subcontractors and consultants). Contractor employees with access to a DoD or other Government LAN systems shall:

- a. Identify themselves as contractor personnel at the onset of every telephone call made from a Government telephone or any other phone if the call is made in support of Government-related requirements and activities.
- b. Identify themselves as contractor personnel in all recorded messages including those, which are heard by callers attempting to contact contractor employees via answering machines or voicemail.
- c. Identify themselves as contractor personnel at the onset of every meeting, conference or any other gathering attended in support of any Government related requirements or activities.
- d. Identify themselves as contractor personnel on any correspondence, documents, or reports accomplished or sent in support of any service provision to the Government, including, but not limited to, correspondence sent via the U.S. Mail, facsimile, or email inclusive of OOC replies.
- e. Wear or display contractor provided nametags, badges, or attire which display, at a minimum, the name of the contractor and their respective company.

H.14 CONTRACTOR TELEWORK

H.14.1 TERMS AND DEFINITIONS

Telework is defined as the opportunity to work at a location other than a client facility or an official contractor office during normal business hours. Business hours are defined as 0800 - 1500 (CDT).

H.14.2 TELEWORK PARAMETERS

The Government may permit telework by on-site contractor employees when determined to be in the best interest of the Government in meeting work requirements (e.g. Continuity of Operations Plan [COOP]). The contractor is required to submit a telework request to the TPOC and COR via email for approval. The request will include the following:

- a. Requestor name
- b. Date of request
- c. Date and time of telework
- d. Description of work to be performed

Work performed outside of normal business hours in support of AFBs in different time zones is not considered telework. Work performed while on TDY is not considered telework, regardless of location.

H.14.3 TELEWORK TASKS

The scope of the task/work requirements in the TO is eligible for telework and may be performed at an alternate worksite with AFCEC TPOC approval.

H.14.4 REMOTE ACCESS

Telework will be at no additional cost to the Government. Upon approval, the Government may provide as GFP secure laptops with access to the required portals, networks, and business applications. Internet connections will not be furnished, therefore, Internet access shall be provided by the contractor.

H.14.5 TELEWORK POLICY

The individual contractor personnel shall provide services from their authorized telework worksite location IAW DoDI 1035.01, Telework Policy. The Telework Policy can be found at: <http://www.dtic.mil/whs/directives/corres/pdf/103501p.pdf>

H.14.6 PM RESPONSIBILITIES

The contractor PM shall:

- a. Oversee implementation of the contractor telework guidelines.
- b. Track and manage all telework requests and approvals.
Monitor, assess, and ensure compliance with the guidance.

SECTION I – CONTRACT CLAUSES

I.1 TASK ORDER CLAUSES

All applicable and required provisions/clauses set forth in FAR 52.301 automatically flow down to all 8(a) STARS II TOs, based on their specific contract type (e.g., cost, fixed-price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the TO solicitation is issued.

I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the FEDSIM CO will make their full text available. Also, the full text of a provision may be accessed electronically at the FAR website:

<http://www.acquisition.gov/far/>

FAR	TITLE	DATE
52.203-13	Contractor Code of Business Ethics and Conduct	OCT 2015
52.203-14	Display of Hotline Poster(s) (fill in or provide link to client's posters)	OCT 2015
52.203-17	Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights	APR 2014
52.204-2	Security Requirements	AUG 1996
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204.10	Reporting Executive Compensation and First Tier Subcontract Awards	OCT 2015
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	JUN 2016
52.223-15	Energy Efficiency in Energy Consuming Products	DEC 2007
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	DEC 2007
52.227-21	Technical Data Declaration Revision and Withholding of Payment – Major Systems	MAY 2014
52.232-18	Availability of Funds	APR 1984
52.232-20	Limitation of Cost	APR 1984
52.232-22	Limitation of Funds	APR 1984
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.239-1	Privacy or Security Safeguards	AUG 1996
52.244-6	Subcontracts for Commercial Items	DEC 2015

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FAR	TITLE	DATE
52.246-6	Inspection—Time-and-Material and Labor-Hour	MAY 2001
52.246-25	Limitation of Liability – Services	FEB 1997
52.249-6	Termination (Cost-Reimbursement) Alternate IV	SEP 1996
52.251-1	Government Supply Sources	APR 2012
52.227-14	Rights In Data	DEC 2007

I.2.1 FAR CLAUSES INCORPORATED BY FULL TEXT

FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the end of the period of performance.

(End of clause)

FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- a. The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- b. If the Government exercises this option, the extended contract shall be considered to include this option clause.
- c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM), CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at the GSAM website:

<https://www.acquisition.gov/gsam/gsam.html/>

GSAM	TITLE	DATE
552.204-9	Personal Identity Verification Requirements	OCT 2012
552.232.25	Prompt Payment	NOV 2009
552.236-75	Use of Premises	APR 1984
552.232-1	Payments	NOV 2009

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GSAM	TITLE	DATE
552.239-70	Information Technology Security Plan and Security Authorization	JUN 2011
552.239-71	Security Requirements for Unclassified Information Technology Resources	JAN 2012
552.215-70	Examination of Records by GSA	JUL 2016

GSAM 552.232-39 UNFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUL 2015)

- a. Except as stated in paragraph (b) of this clause, when any supply or service acquired under this contract is subject to any [commercial supplier agreement (as defined in 502.101)] that includes any [language, provision, or] clause requiring the Government to indemnify the Contractor or any person or entity for damages, costs, fees, or any other loss or liability that would create an Anti-Deficiency Act violation (31 U.S.C. 1341), the following shall govern:
 1. Any such [language, provision, or] clause is unenforceable against the Government.
 2. Neither the Government nor any Government authorized end user shall be deemed to have agreed to such clause by virtue of it appearing in the [commercial supplier agreement. If the commercial supplier agreement] is invoked through an “I agree” click box or other comparable mechanism (e.g., “click-wrap” or “browse-wrap” agreements), execution does not bind the Government or any Government authorized end user to such clause.
 3. Any such [language, provision, or] clause is deemed to be stricken from the [commercial supplier agreement].
- b. Paragraph a of this clause does not apply to indemnification by the Government that is expressly authorized by statute and specifically authorized under applicable agency regulations and procedures.

(End of clause)

GSAM 552.232-78 COMMERCIAL SUPPLIER AGREEMENTS – UNENFORCEABLE CLAUSES (JUL 2015)

- a. When any supply or service acquired under this contract is subject to a commercial supplier agreement, the following language shall be deemed incorporated into the commercial supplier agreement. As used herein, “this agreement” means the commercial supplier agreement:
 1. Notwithstanding any other provision of this agreement, when the end user is an agency or instrumentality of the U.S. Government, the following shall apply:
 - i. Applicability. This agreement is part of a contract between the commercial supplier and the U.S. Government for the acquisition of the supply or service that necessitates a license (including all contracts, task orders, and delivery orders not using FAR Part 12).
 - ii. End user. This agreement shall bind the ordering activity as end user but shall not operate to bind a Government employee or person acting on behalf of the Government in his or her personal capacity.

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- iii. Law and disputes. This agreement is governed by Federal law. (A) Any language purporting to subject the U.S. Government to the laws of a U.S. state, U.S. territory, district, or municipality, or foreign nation, except where Federal law expressly provides for the application of such laws, is hereby deleted. (B) Any language requiring dispute resolution in a specific forum or venue that is different from that prescribed by applicable Federal law is hereby deleted. (C) Any language prescribing a different time period for bringing an action than that prescribed by applicable Federal law in relation to a dispute is hereby deleted.
- iv. Continued performance. If the supplier or licensor believes the ordering activity to be in breach of the agreement, it shall pursue its rights under the Contract Disputes Act or other applicable Federal statute while continuing performance as set forth in 52.233-1 Disputes.
- v. Arbitration; equitable or injunctive relief. In the event of a claim or dispute arising under or relating to this agreement, (A) binding arbitration shall not be used unless specifically authorized by agency guidance, and (B) equitable or injunctive relief, including the award of attorney fees, costs or interest, may be awarded against the U.S. Government only when explicitly provided by statute (e.g., Prompt Payment Act or Equal Access to Justice Act).
- vi. Additional terms.
 - a. This commercial supplier agreement may unilaterally incorporate additional terms by reference. Terms may be included by reference using electronic means (e.g., via web links, click and 7 accept, etc.). Such terms shall be enforceable only to the extent that:
 - 1. When included by reference using electronic means, the terms are readily available at referenced locations; and
 - 2. Terms do not materially change government obligations; and
 - 3. Terms do not increase Government prices; and
 - 4. Terms do not decrease overall level of service; and
 - 5. Terms do not limit any other Government right addressed elsewhere in this contract.
 - b. The order of precedence clause of this contract notwithstanding, any software license terms unilaterally revised subsequent to award that is inconsistent with any material term or provision of this contract is not enforceable against the Government.
- vii. No automatic renewals. If any license or service tied to periodic payment is provided under this agreement (e.g., annual software maintenance or annual lease term), such license or service shall not renew automatically upon expiration of its current term without prior express Government approval.
- viii. Indemnification. Any clause of this agreement requiring the commercial supplier or licensor to defend or indemnify the end user is hereby amended to provide that the U.S. Department of Justice has the sole right to

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represent the United States in any such action, in accordance with 28 U.S.C. 516.

- ix. Audits. Any clause of this agreement permitting the commercial supplier or licensor to audit the end user's compliance with this agreement is hereby amended as follows: (A) Discrepancies found in an audit may result in a charge by the commercial supplier or licensor to the ordering activity. Any resulting invoice must comply with the proper invoicing requirements specified in the underlying Government contract or order. (B) This charge, if disputed by the ordering activity, will be resolved through the Disputes clause at 52.233-1; no payment obligation shall arise on the part of the ordering activity until the conclusion of the dispute process. (C) Any audit requested by the contractor will be performed at the contractor's expense, without reimbursement by the Government.
- x. Taxes or surcharges. Any taxes or surcharges which the commercial supplier or licensor seeks to pass along to the Government as end user will be governed by the terms of the underlying Government contract or order and, in any event, must be submitted to the Contracting Officer for a determination of applicability prior to invoicing unless specifically agreed to otherwise in the Government contract.
- xi. Non-assignment. This agreement may not be assigned, nor may any rights or obligations thereunder be delegated, without the Government's prior approval, except as expressly permitted under the clause at 52.232-23, Assignment of Claims.
- xii. Confidential information. If this agreement includes a confidentiality clause, such clause is hereby amended to state that neither the agreement nor the Federal Supply Schedule price list shall be deemed "confidential information." Issues regarding release of "unit pricing" will be resolved consistent with the Freedom of Information Act. Notwithstanding anything in this agreement to the contrary, the Government may retain any confidential information as required by law, regulation or its internal document retention procedures for legal, regulatory or compliance purposes; provided, however, that all such retained confidential information will continue to be subject to the confidentiality obligations of this agreement.

If any provision of this agreement conflicts or is inconsistent with the preceding subparagraph (a)(1), the provisions of subparagraph (a)(1) shall prevail to the extent of such inconsistency.]

I.4 DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (DFARS) CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at Defense Procurement and Acquisition Policy website:

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

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DFARS	TITLE	DATE
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.204-7004	Alternate A, System for Award Management	FEB 2014
252.227-7015	Technical Data-Commercial Items	FEB 2014
252.227-7016	Rights in Bid or Proposal Information	JAN 2011
252.227-7019	Validation of Asserted Restrictions - Computer Software	SEP 2011
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	JUN 1995
252.246-7001	Warranty of Data	MAR 2014
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.204-7000	Disclosure of Information	OCT 2016
252.204-7003	Control of Government Personnel Work Product	APR 1992
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.204-7007	Alternate A, Annual Representations and Certifications	AUG 2014
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	OCT 2016
252.205-7000	Provision of Information to Cooperative Agreement Holders	DEC 1991
252.206-7000	Domestic Source Restriction	DEC 1991
252.209-7002	Disclosure of Ownership or Control by a Foreign Government	JUN 2010
252.211-7007	Reporting Government-Furnished Property	AUG 2012
252.223-7004	Drug-Free Work Force	SEP 1988
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.245-7002	Reporting Loss of Government Property	APR 2012

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DFARS	TITLE	DATE
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	SEP 2016
252.227-7020	Rights In Special Works	JUN 1995

SECTION J – LIST OF ATTACHMENTS

J.1 LIST OF ATTACHMENTS

The following attachments are attached, either in full text or electronically at the end of the TOR.

ATTACHMENT	TITLE
A	COR Appointment Letter
B	Acronym List
C	Incremental Funding Chart (electronically attached .xls) (Attached at TO award)
D	Sample Problem Notification Report
E	Sample Monthly Status Report
F	Trip Report Template
G	Deliverable Acceptance-Rejection Report
H	Organizational Conflict of Interest (OCI) Statement
I	Corporate Non-Disclosure Agreement (NDA) Template
J	Addendum to Corporate Non-Disclosure Agreement
K	Travel Authorization Request (TAR) Template (electronically attached .xls)
L	Consent to Purchase Template (electronically attached .xls)
M	Price Excel Workbook Template (To be removed at time of award)
N	Project Staffing Plan Template (To be removed at time of award)
O	Key Personnel Qualification Matrix (To be removed at time of award)
P	Corporate Experience Template (To be removed at time of award)
Q	Quality Assurance Surveillance Plan (QASP)
R	Offeror Q&A Template (To be removed at time of award)
S	AFCEC Systems Engineering Plan (SEP)
T	IT Topology and Categorization - AFCEC Portal
U	IT Topology and Categorization - AR
V	IT Topology and Categorization - E-Plan
W	IT Topology and Categorization - ERPIMS
X	IT Topology and Categorization - IIT
Y	RESERVED
Z	Task Management Tool
AA	AFCEC FMO IT Portfolio Management Plan
BB	AFCEC FMO Configuration Management Plan
CC	FMO Tools Master Data SAR Final ePlan
DD	FMO Tools Master Data SAR Final AFCEC Portal1
EE	RESERVED
FF	FMO Tools Master Data Final ERPIMS
GG	FMO Tools Master Data Final AR
HH	FMO Tools Master Data Final IIT
II	Sustainment and New Development Activities
JJ	33-Series to 17-Series Crosswalk
KK	IT Level Clearance Requirements

SECTION J – LIST OF ATTACHMENTS

LL	RDM_S_Tools_Master_Data_Final
MM	IT Toplogy and Categorization - RDMS Enclave

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF
OFFERORS OR RESPONDENTS

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L.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the FEDSIM CO will make the full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation of offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<https://www.acquisition.gov/far>

FAR	TITLE	DATE
52.215-1	Instructions to Offerors-Competitive Acquisition	JAN 2004
52.232-38	Submission of Electronic Funds Transfer Information with Offer	JUL 2013

L.1.1 SOLICITATION PROVISIONS PROVIDED IN FULL TEXT:

FAR 52.215-20 Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data – Alternate IV (OCT 2010)

- (a) Submission of certified cost or pricing data is not required.
- (b) Provide data described below:

All data required to be submitted as part of the offeror's proposal is described in Sections L.5, L.6, and L.7 of this solicitation. The offeror must use the formats for submission of data prescribed in these sections. By submitting a proposal, the offeror grants the FEDSIM CO or an authorized representative the right to examine records that formed the basis for the pricing proposal. That examination can take place at any time before award. It may include those books, records, documents, and other types of factual data (regardless of form or whether the data are specifically referenced or included in the proposal as the basis for pricing) that will permit an adequate evaluation of the proposed price.

L.2 GENERAL INSTRUCTIONS

- a. The offeror is expected to examine this entire solicitation document including the Master/Basic Contract. Failure to do so will be at the offeror's own risk.
- b. The Government may make award based on initial offers received, without discussion of such offers. Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments listed in Section J). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.
- c. An offeror submitting restrictive data shall mark it as follows in accordance with the FAR 52.215-1, Instructions to Offerors - Competitive Acquisition, which is incorporated by reference. FAR Clause 52.215-1(e) states: "Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall –
(1) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (*insert numbers or other identification of sheets*); and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

- d. The Government assumes no liability for disclosure or use of unmarked data and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).
- e. This procurement is conducted under the procedures of FAR Subpart 16.5. The policies and procedures of FAR Subpart 15.3 do not apply.

L.3 GENERAL INFORMATION

The total estimated T&M of the TO is between \$32.8 million and \$36.5 million for the Mandatory Labor CLIN (X001). The Government estimates Surge Support (X002) to be approximately 12% of the Mandatory CLIN X001 value. Estimates include the two-year technical refresh for the IIT system as well as the transition to RMF. Surge Support is not expected to be required in the final option period. The estimate does not include Materials and Equipment, Long-Distance Travel, and CAF. Any proposal that is not within this range shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range.

Proposals shall be valid for a period of not less than 120 calendar days from the date of delivery. **For proposal purposes only**, offerors shall use a Project Start date of April 01, 2018.

L.3.1 AVAILABILITY OF EQUIPMENT AND SOFTWARE

All commercial hardware and software proposed in response to this solicitation document shall have been formally announced for general release on or before the closing date of the solicitation. Failure to have equipment or software announced prior to submission of proposal may render the offeror's proposal unacceptable.

L.3.2 CONTRACTOR SUPPORT DURING TECHNICAL EVALUATION

The Government expects to have contractor support during the evaluation from E3 Federal Solutions, LLC. The prime offeror is encouraged to sign a Non-Disclosure Agreement (NDA) with E3 Federal Solutions, LLC for its submission that addresses the written and oral technical proposals (see GSAM 503.104-4). An offeror who chooses to enter into an NDA with E3 Federal Solutions, LLC shall submit its corporate NDA to the POC listed below specifically referencing

this solicitation. If an NDA is signed, the NDA shall be submitted with the proposal Part I submission. E3 Federal Solutions, LLC is prohibited from proposing on any work related to AFCEC IT Support Services.

E3 Federal Solutions, LLC

POC: Will Fortier

Telephone: 202.321.7011

Email: wfortier@e3federal.com

L.4 SUBMISSION OF OFFERS

Each offer shall be provided to the Government in four separately bound Parts and shall contain the following:

- a. Part I – Preliminary Written Price Proposal Information
- b. Part II – Remainder of Written Price Proposal
- c. Part III – Written Technical Proposal
- d. Part IV – Oral Technical Proposal Presentation

The offeror shall submit each Part on the due dates indicated on the Cover Letter.

Unless otherwise specified, one page is one side of a U.S. Letter size (8.5" x 11") piece of paper. All electronic files shall be in Microsoft Word or Excel formats. Any documents provided in Section J, List of Attachments, shall be submitted using the same file format (e.g., Project Staffing Plan shall be submitted in Excel file format using the Excel template provided). Printed pages must maintain one inch margins, 12 point Times New Roman font, and be single spaced. Headers and footers may be of a font larger than 12 point, but shall not be smaller than ten point font. Charts/Graphics/Tables embedded in the proposal will count toward page limitations. Charts/Graphics/Tables must maintain a minimum of ten point Times New Roman font, including in the Part IV slides. Ledger size (11" x 17") paper may be used in the Project Staffing Plan when providing charts/graphics/tables. A single side of an 11" x 17" piece of paper will be counted as two pages where page limitations apply. Items such as a Title Page, Table of Contents, Cover Letter, List of Figures, and Acronym Lists are excluded from the page counts below, unless they are inclusive of a document (e.g., a Table of Contents within the Draft Transition-In Plan), in which case it would count toward the stated page limitations. PDF files will be allowed for executed documents such as Letters of Commitment.

Any pages submitted beyond the page limitations will be removed and not evaluated.

L.5 SUBMISSION OF THE WRITTEN PRICE PROPOSAL (PARTS I and II)

The offeror shall fully support all proposed prices. An offeror's proposal is presumed to represent the offeror's best efforts in response to the solicitation. Any inconsistency, whether real or apparent, between promised performance, and price, shall be explained in the proposal.

Written Price Proposals shall be submitted as one original printed version, and one electronic copy on a thumb drive or data stick, containing all required sections of this Part. The offeror shall submit all proposed prices using Microsoft Excel software utilizing the formats without cells locked and including all formulas. The offeror shall include adequate information, which will allow the Government to perform the required Price analysis.

The offeror shall not include any price data in Parts III and IV of the proposal.

L.5.1 PRELIMINARY WRITTEN PRICE PROPOSAL INFORMATION (PART I)

Part I contains the Preliminary Written Price Proposal information. This volume shall contain the following:

- a. Organizational Conflict of Interest Statement (Tab A)
- b. Contract Registration (Tab B)

L.5.1.1 ORGANIZATIONAL CONFLICT OF INTEREST (OCI) STATEMENT (TAB A)

The offeror and each subcontractor, consultant, and teaming partner shall complete and sign an OCI Statement. All information pertaining to OCI is outlined in Section H.7.1.

If an offeror (or subcontractor) enters into an NDA with E3 Federal Solutions, LLC, the offeror may include the signed agreement in Tab A.

L.5.1.2 CONTRACT REGISTRATION (TAB B)

The offeror shall submit a statement that the contract vehicle under which this proposal is being submitted has been registered in ASSIST and that all information in ASSIST is up-to-date. ASSIST can be accessed by visiting the following webpage:

<https://portal.fas.gsa.gov/assist-web/registration/contractor/search>

L.5.2 REMAINDER OF WRITTEN PRICE PROPOSAL (PART II)

Part II is the Remainder of Written Price Proposal and shall contain the following:

- a. Solicitation, Offer and Award (SF33) (Tab C)
- b. Section B – Supplies or Services and Prices/Costs (Tab D). Do not include price for six-month extension period authorized by FAR clause 52.217-8.
- c. Price Supporting Documentation (Tab E)
- d. Subcontractor Supporting Documentation (Tab F)
- e. Price Assumptions (Tab G)
- f. Pass/Fail elements (Tab H)

L.5.2.1 SOLICITATION, OFFER AND AWARD (SF 33) (TAB C)

When completed and signed by the offeror, Standard Form (SF) 33, "Solicitation, Offer and Award," constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the form must be executed by representatives of the offeror authorized to commit the offeror to contractual obligations. The offeror shall sign the SF 33 in Block 17.

The authorized negotiator or the signatory of the SF 33 will be notified of the date and time of the Oral Technical Proposal Presentation. The offeror shall provide the name of the individual, the position title, telephone number, fax number, and email address of that individual.

L.5.2.2 SECTION B – SUPPLIES OR SERVICES AND PRICES (TAB D)

The offeror shall indicate the price to be charged for each item in **Section B** rounded to the nearest whole dollar.

L.5.2.3 PRICE SUPPORTING DOCUMENTATION (TAB E)

As a supplement to the summary information provided in Section B, the offeror shall provide full back-up documentation for the Time and Material CLINs (Tasks 1-9) for each period of performance and each task area using the provided Price Excel Workbook (Section J, Attachment M). The offeror shall complete all worksheets in the Price Excel Workbook in accordance with the instructions provided in the Price Excel Workbook. The offeror shall not lock any cells and the offeror shall ensure all calculation formulas are included in order to effectively show the price in the Price Excel Workbook.

L.5.2.4 SUBCONTRACTOR SUPPORTING DOCUMENTATION (TAB F)

The offeror shall also provide supporting price documentation for all proposed subcontractors, to include the total value of the proposed subcontract, the proposed type of subcontract, the rationale and/or justification for this type of subcontract type. Additionally, the offeror shall provide a narrative detailing the processes used to evaluate the subcontracts it is proposing, including price analysis conducted as appropriate for each subcontract. Failure to provide complete supporting documentation may result in no further consideration of the offeror's proposal. **The prime contractor shall specifically state whether the estimated costs of any proposed subcontractor will be in excess of \$10M over the life of the TO for Government accomplished Equal Employment Opportunity (EEO) verification purposes.**

L.5.2.5 PRICE ASSUMPTIONS (TAB G)

The offeror must submit all (if any) assumptions upon which the Price Proposal is based.

L.5.2.6 PASS/FAIL ELEMENTS (TAB H)

A failure on any single Pass/Fail criteria will make the proposal ineligible for award, with no further evaluation of the Technical and Price proposal accomplished by the Government. The offeror shall provide:

- a. Named Key Personnel: Each proposed Key Person shall be named at the time of proposal Part II submission. The offeror shall provide a list of Key Personnel, including position title and name (Section H.1, Key Personnel, and additional Key Personnel positions, if any). This list shall be consistent with the information provided in Section J, Attachment O, Project Staffing Plan Template and Section J, Attachment N, Key Personnel Qualification Matrix (KPQM) in the Written Technical Proposal. A proposal that states, "To Be Determined" (TBD) for a proposed Key Person, or omits a Key Person, will be rejected by the Government.
- b. Letters of Commitment: The offeror shall provide a Letter of Commitment for each proposed Key Person, at the proposal Part II submission due date. To meet this Pass/Fail criterion, the letter shall be signed by the proposed Key Person and shall state that (1) the proposed Key Person named is employed by the offeror or subcontractor, or has an offer of employment from the offeror or subcontractor that the Key Person intends to accept in

the event of an award being made to the offeror; and (2) the proposed Key Person is available and committed to begin work on the Project Start Date designated in Section F.3.

- c. Section 508 Compliance: The offeror's written proposal shall include a statement, provided at the time of proposal Part II submission, indicating its capability to comply with Section 508 requirements throughout its performance of this TO in compliance with Section H.8.

L.6 SUBMISSION OF THE WRITTEN TECHNICAL PROPOSAL (PART III)

Each offeror shall submit all information described in the following paragraphs. The offeror shall provide one original printed version, 6 paper copies, and one electronic copy, on a thumb drive or data stick, containing all required sections of this Part. The Project Staffing Plan (Section J, Attachment N) shall only be provided as one original printed version and one electronic copy on a thumb drive or data stick, free of viruses and malware, containing all required sections of this Part. Additional hard copies shall not be provided.

Part III is the written Technical Proposal and shall contain the following (page limitations, if applicable, are indicated in the parentheses following each item):

- a. Draft Transition-In Plan (limited to ten pages) (TAB A)
- b. Key Personnel Qualification Matrix (KPQM) (limited to three pages for each Key Person) (TAB B)
- c. Project Staffing Plan (TAB C)
- d. Draft QCP (limited to ten pages) (TAB D)
- e. Project Staffing Rationale (limited to six pages) (TAB E)
- f. Corporate Experience (NTE three pages for each Corporate Experience) (TAB F)
- g. Technical Assumptions (if any) (TAB G)
- h. Copy of Oral Technical Proposal Presentation Slides (TAB H)
- i. Surge Support Plan (limited to two pages) (TAB I)

L.6.1 DRAFT TRANSITION-IN PLAN (TAB A)

The offeror shall provide a Draft Transition-In Plan that aligns with the requirements in Section C.5.1.8. The offeror shall include in the Draft Transition-In Plan an approach that provides for a seamless transition from the incumbent to the new contractor (hereafter referred to as the offeror).

- a. The offeror's transition approach, process, and timelines.
- b. The offeror's identified roles and responsibilities.
- c. The offeror's approach to risk management and mitigation and ensuring disruptions are minimized.
- d. The offeror's approach to coordination with any outgoing contractors.
- e. Identification and discussion of the offeror's expected roles and responsibilities of the incumbent contractor and information expected from the incumbent.
- f. Identification of any actions contemplated on the part of the Government.

L.6.2 KEY PERSONNEL QUALIFICATION MATRIX (KPQM) (TAB B)

The offeror shall submit a KPQM (Section J, Attachment O) for each Key Person proposed relating the specialized experience identified in Section H.1 of this solicitation and the qualifications of the person or persons being proposed for that position. For those additional Key Personnel proposed, the offeror shall identify the specialized experience and the corresponding qualifications for this experience. The offeror shall represent the following:

- a. All Key Personnel meet the requirements of the proposed 8(a) STARS II labor category.
- b. All Key Personnel meet the requirements of the TO, including security clearance requirements. The offeror shall provide a confirmation statement that all proposed personnel possess the security clearance level required in Section H.5.2 and Section J, Attachment KK of the TOR. The offeror shall also indicate the required security clearance level in the Project Staffing Plan referenced in Section L.6.1 and Section J, Attachment N of the TOR. Security clearance levels shall also be supplied for those positions indicated as TBD.

L.6.3 PROJECT STAFFING PLAN (TAB C)

The offeror shall provide a Project Staffing Plan in accordance with the Project Staffing Plan Template contained in (Section J, Attachment N). The submission shall contain all proposed individuals that will be working on this effort. All Key Personnel proposed shall be identified in the Project Staffing Plan and available to begin work immediately on the Project Start Date indicated in Section L.3 of this solicitation.

All non-Key Personnel shall meet the requirements of Section H of this TO and 8a STARS II labor category. If the names of all non-Key Personnel are not known prior to offer submission, the offeror may indicate to be determined (TBD) in the Project Staffing Plan. The names of non-Key Personnel are the only identifiers that may remain unspecified in the Project Staffing Plan. The offeror shall supply all requested information for all proposed personnel regardless of whether a name or TBD is provided. The names of all non-Key Personnel that can be provided shall be provided. Information in the Project Staffing Plan provides a basis for the Government to determine the efficacy of the Project Staffing Plan in relation to the offeror's Technical Approach. If TBD is indicated for any non-Key Personnel, the offeror shall supply the offeror's proposed experience/certifications that would be needed to perform the proposed Technical Approach in that role. All qualification sections of the proposed Project Staffing Plan shall be completed uniquely for each person or TBD role provided.

The offeror shall include all proposed personnel in each performance period of the Project Staffing Plan, regardless of whether there are hours proposed for that person in that period to maintain consistency between each period of performance.

The offeror shall ensure there is consistency in the level of effort between the Project Staffing Plan for all tasks of the TO provided in Part III and the Written Price Proposal provided in Parts I and II, being cognizant of rounding issues.

L.6.4 DRAFT QUALITY CONTROL PLAN (QCP) (TAB D)

The offeror shall identify its approach to ensure quality control in meeting the requirements of each Task Area of the TO (i.e., not just the corporate generic quality control process). The

offeror shall describe its quality control methodology and approach for determining and meeting performance measures identified.

The Draft QCP shall contain at a minimum the following:

- a. Performance Monitoring Methods
- b. Performance Measures
- c. Approach to ensure that price, performance, and schedule comply with task planning.
- d. Methodology for continuous improvement of processes and procedures, including the identification of service metrics that can be tracked in the TO.
- e. Government Roles
- f. Contractor Roles

L.6.5 PROJECT STAFFING RATIONALE (TAB E)

The offeror shall provide a Project Staffing Rationale for the proposed project staffing solution presented in the Project Staffing Plan. The offeror shall describe its rationale for the proposed labor mix and level of effort to support each TOR task. The offeror shall also describe what factors drove its proposed labor mix and how its proposed staffing solution will accomplish the Government's objectives and requirements.

L.6.6 CORPORATE EXPERIENCE (TAB F)

The offeror shall provide Corporate Experience for three projects performed within the last five years by the business unit that will perform this effort. Two of the Corporate Experience references shall be the offeror's direct experience as the prime contractor; the remaining one reference may be augmented by team members and/or subcontractors, which must also be as the prime contractor. If the prime is a Joint Venture (JV), one example must be performed by the JV or by the lead member of the JV as a prime contractor. Each of these three projects must be similar in size, scope, **and** complexity to the requirements identified in Section C. The Corporate Experience information must be submitted in the format provided in (Section J, Attachment P). The offeror shall ensure that all of the points of contact are aware that they may be contacted.

All three projects shall be contracts or orders for the performance of actual technical requirements. Master contract vehicles (e.g., Blanket Purchase Agreements, Indefinite Delivery/Indefinite Quantity contracts) do not satisfy the Corporate Experience requirement unless submitted together with a TO similar in size, scope, **and** complexity to this requirement and awarded and performed under the vehicle.

L.6.7 TECHNICAL ASSUMPTIONS (TAB G)

The offeror shall identify and address any assumptions affecting the technical proposal citing the component(s) of the proposal to which they pertain. All technical assumptions and LOE assumptions shall be included in the technical volume. This shall include any non-Price information that serves as the basis of a Price assumption identified in the offeror's Written Price Proposal.

The Government reserves the right to reject any proposal that includes any assumption that adversely impacts the Government's requirements.

L.6.8 ORAL TECHNICAL PROPOSAL PRESENTATION SLIDES (TAB H)

The offeror shall submit one original printed version, six paper copies, **and one electronic copy** on a thumb drive or data stick, free of viruses and malware, containing all required sections of the Oral Technical Proposal Presentation slides in advance of the Oral Technical Proposal Presentation. **The Oral Technical Proposal Presentation slides, shall be separately bound from all other parts of the written proposal.** If the slides are not submitted by the proposal due date specified in the Cover Letter, they will not be evaluated. The Oral Technical Proposal Presentation (Part IV) requirements are described in Section L.7.

Unobtrusive company logos or names can be inserted in any or all slides. Slides should be sequentially numbered in the lower right corner. Transition effects shall not be used. Each slide shall reference in the top right corner, the Section/subsection number from Section C and the Section F deliverable that is being described/discussed on the slide, where applicable.

L.6.9 SURGE SUPPORT PLAN (TAB I)

The offeror shall provide a Surge Support Plan which identifies its approach, procedures and timelines for providing surge support to the Government. The Surge Support Plan should include at a minimum:

- a. The offeror's approach, process, and timelines to support the surge.
- b. The offeror's identified roles and responsibilities in relation to surge efforts.
- c. The offeror's approach to risk management and mitigation and ensuring disruptions are minimized.
- d. The offeror's approach/ability to react to the client's requirements and the dynamics of a rapidly changing world and mission environment through dedicated resources, quick responses, and flexibility when determining information technology solutions.

L.7 ORAL TECHNICAL PROPOSAL PRESENTATION (PART IV)

Offerors that have not heard otherwise shall submit an Oral Technical Proposal Presentation to the FEDSIM CO, CS, the Technical Evaluation Board (TEB) Members, and other representatives of the Government. The Oral Technical Proposal Presentation will be held at the unclassified level.

The Oral Technical Proposal Presentation will be used to assess the offeror's capability to satisfy the requirements set forth in the TOR. The offeror's Oral Technical Proposal Presentation shall contain the information described in Section L.8.

Oral Technical Proposal Presentation slides presented that differ from slides delivered with the Written Technical Proposal Part III will not be evaluated.

While there will be an oral Q&A session (Section L.7.4) following the Oral Technical Proposal Presentation, the offeror shall present its initially submitted proposal in a manner that is clear and complete.

L.7.1 ORAL TECHNICAL PROPOSAL PRESENTATION SCHEDULING

The FEDSIM CO will provide the Oral Technical Proposal Presentation schedule to the authorized negotiator or the signatory of the SF 33. Each offeror's Oral Technical Proposal

Presentation will be preliminarily scheduled by the FEDSIM CO and/or FEDSIM CS after receipt of Part I and will be confirmed after Part II is received and the FEDSIM CO determines that the offeror passed all of the Pass/Fail requirements.

Oral Technical Proposal Presentations will be given at facilities designated by the FEDSIM CO. The exact location, seating capacity, and any other relevant information will be provided when the presentations are scheduled. Time slots will be assigned randomly and may not be changed or traded. The Government reserves the right to reschedule any offeror's Oral Technical Proposal Presentation at its sole discretion.

L.7.2 ORAL TECHNICAL PROPOSAL PRESENTATION PARTICIPATION AND CONSTRAINTS

The offeror shall identify all authors of the Oral Technical Proposal Presentation by name and association both in the Oral Presentation Slides and at the start of the presentation. Attendance at the presentation and the subsequent oral Q&A session shall be limited to the offeror's Key Personnel (all Key Personnel are highly encouraged to attend) and no more than three additional corporate representatives of the offeror. An offeror's Key Personnel includes only those persons who will be assigned to the TO as Key Personnel as described in Section H.1. The three additional corporate representatives (e.g., CEOs, company presidents, or contract representatives) from the offeror may attend, but will not be allowed to participate in the oral presentation. Any of the three additional corporate representatives may make a brief introduction which will not be evaluated, but will count toward the offeror's allotted time. For the remainder of the Oral Technical Proposal Presentation, only Key Personnel shall present.

The offeror will be given 15 minutes for set-up. After opening remarks by the Government, the offeror will be given up to 60 minutes to present. There is no limit to the number of slides that can be presented during the Oral Technical Proposal Presentation, but only those slides actually discussed and presented during the oral presentation will be considered for evaluation. Reading the slide title or other similar commentary is not considered presenting the slide. The presentation will be stopped precisely after 60 minutes.

L.7.3 ORAL TECHNICAL PROPOSAL PRESENTATION MEDIA

Presentation media is limited to computer-based graphics of the offeror's choice or normal viewgraph slides displayed using an appropriate projector. No other media may be used.

Except for the projection screen provided in the conference room, the Government will provide no equipment. The offeror shall be responsible for any equipment necessary for the presentation. The offeror is permitted to have a timer, computer, and projector in the room during the oral presentation.

L.7.4 PROHIBITION OF ELECTRONIC RECORDING OF THE ORAL TECHNICAL PROPOSAL PRESENTATION AND ORAL Q&A SESSION

The offeror may **not** record or transmit any of the Oral Technical Proposal Presentation process to include the oral Q&A session. All of the offeror's electronic recording devices shall be removed from the room during the oral presentation, caucusing, and Q&A session. The offeror is permitted to have a timer in the room during the oral Q&A session.

L.7.5 TECHNICAL PROPOSAL ORAL Q&A SESSION

The purpose of the oral Q&A session is to allow the Government to ask questions, as deemed necessary, that will serve to clarify to the Government, for evaluation purposes, the offeror's methodologies and approaches as proposed. It is the Government's intent to ask clarifying questions only to the extent deemed minimally necessary for the evaluators to sufficiently understand what is being proposed. The offeror shall be prepared to answer questions about the Oral Technical Proposal Presentation and the Written Technical Proposal in the oral Q&A session. The oral Q&A session will be held at the unclassified level.

L.7.6 TECHNICAL PROPOSAL ORAL Q&A SESSION FORMAT

Upon completion of the Oral Technical Proposal Presentation, the Government may caucus to formulate any clarification questions regarding the Written Technical Proposal and Oral Technical Proposal Presentation. Clarification questions, if any, may be posed by the FEDSIM CO or the TEB Chairperson. Although no stated time limit for the duration of the oral Q&A session will be imposed, for planning purposes, the clarification session is expected to last approximately one hour.

The offeror shall bring bound printed copies of its Technical Proposal Parts III and IV to refer to throughout its oral Q&A session. The offeror shall not present any information to the Government other than answering the clarification questions posed. **Proposal revisions are not expected and will not be allowed.** The offeror may briefly caucus to coordinate responses to specific requests for clarification; these brief caucuses may not last longer than five minutes before presenting the coordinated response.

The entire session will be documented by the Government. Upon completion of the Q&A session, the Government may caucus to formulate any additional clarification questions regarding the technical proposal.

The total oral presentation, caucus, and clarification session are expected to last not more than three to four hours. The FEDSIM CO and the TEB Chairperson will be responsible for ensuring the schedule is met and that all offerors are given the same opportunity to present and answer clarification questions.

L.8 ORAL TECHNICAL PROPOSAL PRESENTATION TOPICS

Within the Oral Technical Proposal Presentation, the Government does not expect the offeror to provide a restatement of the information already submitted in writing in Part III. Instead, the offeror shall address this information under the topics provided. The Oral Technical Proposal Presentation shall include the following topics, and be organized in the following order:

- a. Topic 1: Technical Approach
- b. Topic 2: Management Approach

L.8.1 TECHNICAL APPROACH (TOPIC 1)

The offeror shall identify and describe the methodology and analytical techniques to be used in fulfilling the technical requirements identified in the TOR. The offeror should tailor the technical approach to achieve the requirements as identified in the TOR. The offeror's proposal shall be

relevant to this TOR and demonstrate an effective understanding of TOR requirements. The Technical Approach shall describe the following:

- a. The offeror's methodology shall clearly identify its technical approach which demonstrates how the offeror will accomplish the goals, objectives, conditions, and task requirements in the TOR. The discussion shall identify the technical solution including the approach, methodology, analytical techniques.
- b. The offeror's approach to Transition Support (Section C.5.1) to include the draft Transition-In Plan (Section L.6.3).
- c. The offeror's approach for providing cyber/network security under this TO; specifically, how the offeror will provide increased performance given increased security concerns.

These elements are not subfactors and will not be individually rated, but will be evaluated as a whole to arrive at the factor-level rating.

L.8.2 MANAGEMENT APPROACH (TOPIC 2)

The offeror shall discuss how the following elements of this Subtopic improve and maintain quality, specifically:

- a. The offeror's approach for providing project management support, process management and control, project status and cost (to include planned versus actual expenditures) reporting, program metrics.
- b. The offeror's management methodology for handling lines of authority and communication (to include subcontractors), organizational structure, and problem escalation and resolution. Discuss how contractor personnel will be held accountable for performance.
- c. The offeror's approach to risk management during the TO and the planned actions to mitigate or eliminate risks.
- d. The offeror's practices and methodology for institutionalizing project experience and knowledge and providing Subject Matter Expert reach-back support (institutionalizing means the methodologies and tools the offeror will utilize to capture and make available project knowledge for the purpose of informing new contractor and Government personnel).
- e. The offeror's methodology for maintaining the technical expertise of personnel.
- f. How the offeror will coordinate and collaborate across the TO to ensure coordinated service delivery, build synergies, promote knowledge sharing, and drive efficiencies.

These elements are not subfactors and will not be individually rated, but will be evaluated as a whole to arrive at the factor-level rating.

L.9 SUBMISSION OF QUESTIONS

Offerors are requested to submit questions grouped by solicitation Section and make reference to the particular Section/Subsection number. Questions must be received before the date specified

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

on the Cover Letter for receipt of questions using the format in Section J, Attachment R.

Questions or requests for extension submitted after the cut-off date will not be considered.

Any information given to a prospective offeror concerning this solicitation will be furnished promptly to other prospective offerors as an amendment to the solicitation.

L.10 DELIVERY INSTRUCTIONS

The offeror shall deliver written proposals to and receive acceptance from the address and individual identified in the Cover Letter. Proposals not received by 11:00 a.m. Eastern Time (ET) on the date(s) stated in the Cover Letter will not be considered.

M.1 METHOD OF AWARD

The Government anticipates awarding a TO to the offeror whose proposal is the most advantageous to the Government, price and other factors considered. Technical proposals will be evaluated based on the factors described in Section M.5. A price evaluation will be only be done for offerors with a technical proposal receiving an overall technical rating of ACCEPTABLE or higher. All evaluation factors other than price, when combined, are significantly more important than price. Award may be made to other than the lowest priced technically acceptable proposal.

This acquisition is being conducted under FAR 16.5. Principles and procedures of Subpart 15.3 do not apply. Accordingly, the Government reserves the right to do any or all of the following:

- a. Award on initial proposals, without discussion.
- b. Ask clarifying questions during the question and answer period of the presentations if needed. Clarification questions may include asking the offeror to clarify statements made during oral presentations, if the contents of the oral presentations warrant clarification. Clarification questions may include asking the offeror to clarify its written technical proposals. As a result, the Government may have communications with some, but not all, offerors; these communications, however, will be clarifications and not discussions. In these situations, the Government will consider the offeror's clarifying response(s) without allowing proposal revisions.
- c. After an offeror has been selected for award based upon a best value determination, the Government may negotiate a final reduced price. The negotiations will include reductions in profit/fee with the offeror selected for award in order to achieve the absolute best value for the Government. The Government may make award based on initial offers received or the Government may make award after clarifications of some aspects of the proposal or discussions relative to price only.
- d. Have communications, ask clarifying questions, request corrections relative to minor errors in the price proposal, or request price substantiating documentation to facilitate the Government's final evaluation of price proposals with one or some offerors. These communications, clarifications, or requests for corrections or substantiating documentation will not materially change the offeror's proposal in terms of conformance to TOR requirements, constitute discussions such as the removal of an unacceptable assumption, or materially change pricing.

Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

M.2 PASS/FAIL ELEMENTS

The Government will evaluate the following pass/fail elements. **A failure on any single Pass/Fail criteria will make the proposal ineligible for award, with no further evaluation of the technical and price proposal accomplished by the Government.**

Pass/Fail Elements:

The following will be evaluated on a Pass/Fail basis:

- a. The Government will reject any proposal that does not provide a name for each Key

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Person proposed at the proposal submission due date. A proposal that states, “To Be Determined” or TBD for a proposed Key Person, or omits a Key Person, will be rejected by the Government (Section L.5.2.6).

- b. The Government will reject any proposal that does not provide a Letter of Commitment, signed by each proposed Key Person at the proposal submission due date (Section L.5.2.6).
- c. The Government will reject any proposal that does not provide a Section 508 Compliance Statement (Section L.5.2.6).

M.3 PRICE PROPOSAL EVALUATION

The offeror’s price proposal will be evaluated to assess for price reasonableness and realism. An analysis of price reasonableness and realism will be made only if the offeror receives an overall technical rating of ACCEPTABLE or higher. The six-month extension period, authorized by FAR clause 52.217-8, will not be included in the total evaluated price; however, it will be evaluated to ensure that the option is available for the unilateral exercise of the Government should an extension become necessary. The offeror shall not propose a price for the six month extension. The CAF is not included in the price evaluation.

Prices that are excessively high or low (without sufficient justification) may be considered unrealistic and unreasonable and may receive no further consideration. Any proposal for CLIN X001 that is not within the total range cited in Section L.3 shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range.

M.4 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

Tab A will be evaluated to assess whether or not an actual or potential OCI exists as defined by FAR Part 9.5. If an actual or potential OCI is identified that cannot be feasibly mitigated, avoided, or resolved in accordance with FAR Part 9.5, that offeror may be ineligible for award.

Note: OCI determinations can only be assessed at time of proposal submission when complete information is present.

M.5 TECHNICAL EVALUATION FACTORS

The Government will evaluate technical proposals (Section L.6 and L.7, Parts III and IV) based on the following factors:

- Factor 1: Technical Approach to include the written Transition-In Plan (Section L.6.1), written Surge Support Plan (Section L.6.9), as well as the information presented for each element under the technical approach topic as part of the offeror’s oral technical presentation (Sections L.8.1).
- Factor 2: Key Personnel and Project Staffing Approach as shown in the written Key Personnel Qualification Matrices (Section L.6.2, Attachment O), Project Staffing Plan Table (Section L.6.3, Attachment N), Project Staffing Rationale (Section L.6.5).

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Factor 3: Management Approach to include the written Quality Control Plan (Section L.6.4) as well as the information presented for each element under the Management Approach topic as part of the offeror's oral technical presentation (Section L.8.2)

Factor 4: Corporate Experience (Section L.6.6)

The technical proposal evaluation factors are listed in descending order of importance. All four technical factors combined are significantly more important than price. The Government will combine the results of the written and oral submissions, including the Q&A responses, to arrive at a rating for the technical evaluation factors as a whole. The receipt of an evaluation rating of Not Acceptable in any single Factor will result in the overall proposal being determined Not Acceptable and therefore ineligible for award.

Desired Proposal Qualities (DPQ) utilized in paragraphs M.5.1, M.5.2, M.5.3, and M.5.4 are defined as follows:

- a. **Beneficial – Producing good or helpful results or effects. Providing benefits.**
- b. **Clear – Easy to understand.**
- c. **Relevant – Specific to these requirements. Directly connected with the Government's requirements, conditions, standard, and processes.**
- d. **Comprehensive – Encompasses all aspects of the approach. Complete.**
- e. **Detailed – Facilitates a full understanding of the proposed solution. Thorough. Includes minute details.**
- f. **Efficient – Capable of producing results without waste of materials, time, or effort.**
- g. **Feasible – Possible to do easily or conveniently within typical resource constraints.**
- h. **Practical – Likely to succeed and be effective in actual practice.**
- i. **Quickly – Promptly, rapidly, above normal speed.**
- j. **Proactive – Taking an active role with ensuring excellent performance before an event arises.**
- k. **Effective – Provides identifiable benefit to the Government relative to requirements.**

METHODOLOGY. For this acquisition the term “methodology” is defined as the system of practices, techniques, procedures, and rules as by this TO. This definition is based on the PMI Project Management Body of Knowledge (PMBOK). For the avoidance of doubt, the Government is seeking a coherent discussion of *how* the offeror proposes to meet its requirements, rather than a mere restatement of the requirements or a mere listing of *what* it proposes to do. The latter will not be deemed to constitute a methodology.

M.5.1 FACTOR 1: TECHNICAL APPROACH

The Government will evaluate the Technical Approach factor based on the clarity, efficiency, effectiveness, and comprehensiveness of the approach and the degree to which the proposal meets the requirements of the TOR, for each of the topic elements identified in Sections L.8.1.

The Transition-In Plan will be evaluated to assess the degree to which it is comprehensive, detailed, efficient, and effective and, identifies, and discusses how the offeror's approach will achieve a low risk transition and the degree to which the proposed Transition-In Plan meets the requirements of the TOR Sections L.6.1 and L.8.1.

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The Surge Support Plan will be evaluated to assess the degree to which it is comprehensive, detailed, efficient, and effective. Additionally, the Surge Support Plan will be evaluated based on how the offeror identifies and discusses surge capabilities to sufficiently support the Government's surge requirements in a timely manner as stated in TOR sections C.5.9 and L.6.9.

M.5.2 FACTOR 2: KEY PERSONNEL AND PROJECT STAFFING

The Key Personnel Qualification Matrices will be evaluated to assess the relevance, effectiveness, and completeness of the experience, skills, and qualifications of the proposed Key Personnel identified in Section H.1. Key Personnel will also be evaluated to assess the relevancy of experience as it relates to Section H.1 and complies with the requirements outlined in Section L.6.2.

The Project Staffing Plan Table will be evaluated to assess the degree to which it is effective, comprehensive, and relevant, and complies with the requirements outlined in Section L.6.3, including the estimated hours and labor mix (for both Key and non-Key Personnel) and the experience, skill, and the qualifications of the personnel proposed. The Government will compare the project staffing plan table to the IGCE and the offeror's proposed technical approach to aid in the determination of reasonableness. The Government desires that the offeror provide names for as many non-Key Personnel as possible at proposal submission and that the experiences, skills, and qualifications stated in the Project Staffing Plan Table for the applicable GSA STARS II labor categories are resident within the named individuals.

The Project Staffing Rationale will be evaluated to assess the offeror's feasibility, efficiency, effectiveness, and relevancy for accomplishing each of the areas identified in Section L.6.5.

M.5.3 FACTOR 3: MANAGEMENT APPROACH

The Management Approach will be evaluated to assess the degree to which it reflects an effective, efficient, and feasible level of understanding of the operating environment in accomplishing the tasks and deliverables of this TO from a management perspective, in particular those elements described in Section L.8.2 with minimal risk. The Government will also evaluate the effectiveness of the proposed project management strategy including indicators showing how the project will be implemented and the offeror's ability to manage resources to include subcontractors.

The offeror's QCP will be evaluated on its clarity, relevance, practicality, and effectiveness. In addition, the offeror's QCP will be evaluated based on its adherence to the instructions identified in Section L.6.4.

M.5.4 FACTOR 4: CORPORATE EXPERIENCE

The Corporate Experience factor will be evaluated based on the degree to which the offeror's Corporate Experience complies with Section L.6.6. The Corporate Experience factor will be evaluated based on the degree to which the offeror's three corporate experiences performed (need not be completed) reflects/identifies experience on projects that are similar in size (dollar Task Order Request GSC-QF0B-18-33186

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amount of the project) and relevancy to the requirements contained in Section C of the TOR. The Government will also evaluate that at least two of the Corporate Experiences was performed (or is currently being performed) by the offeror as a prime contractor on the effort.

M.6 TECHNICAL ASSUMPTIONS

Offeror assumptions will be reviewed in the context of the technical factor to which they apply. The Government reserves the right to reject any proposal that includes any assumption that may adversely impact satisfying the Government's requirements.